



Continuing Professional Development Scheme

## ALIA PD Scheme Specialisation Skills Audit Checklist- Schools - Librarian

Welcome to the ALIA PD Scheme Schools Specialisation Skills Audit Checklist for Librarians. The skills audit checklist is designed to help you identify gaps in your knowledge and provide guidance for choosing your most appropriate continuing professional development activities in the area of librarianship.

Outlined below are the 8 competencies and the auditable skills associated with these, as identified by ALIA.

When marking the tables, consider how well you think you can apply the skill:

**Really well** means that you are very competent and have an advanced level of knowledge or skills.

**Well** means that you are more than just competent, but you could still learn more about the skill.

**I can do this** means you are competent and have a basic level of knowledge or skills.

**More practice** means that you are not quite competent, and need to learn more about this skill or knowledge.

**Learn this** means that you need to learn this skill or knowledge.

**No interest** means that this skill or knowledge has no interest to you or the career path you are pursuing. It could also be something you may wish to learn later in your career.

# marks descriptors in the eight competencies that can be applied to;

- librarians who are in charge of school library services
- librarians who have been delegated that skill as part of their role in a school library staff team
- librarians with aspirations to be in charge and who wish to develop the necessary skills or knowledge



1. Understand the library sector and the policies, issues and trends that impact upon the education system.

	REALLY WELL	WELL	I CAN DO THIS	MORE PRACTICE	LEARN THIS	NO INTEREST
a) I am able to find information about the school library sector within Australia and have an understanding of recent and emerging trends.						
b) I am able to articulate and discuss the major information statements and programs of the setting in which I work.						
c) I am able to articulate and discuss the major information statements and programs of the school jurisdiction in which I work.						
d) I am able to articulate and discuss the major information statements and programs of the education sector.						
e) I ensure that the library's policies and procedures reflect the school's mission. #						
f) I understand the ethical and legal issues raised by the implementation of programs and services for the school for instance safety of students, copyright and confidentiality.						
g) I have knowledge of national standards for school library and information management, for instance cataloguing standards, building standards.#						
h) I am able to articulate how a professionally managed and resourced school library contributes to the school community. #						
i) I understand the needs of students with diverse learning, linguistic, cultural, social, religious, socioeconomic and developmental backgrounds.						



## 2. Understand and apply the principles and practices related to developing information services to meet users' needs.

	REALLY WELL	WELL	I CAN DO THIS	MORE PRACTICE	LEARN THIS	NO INTEREST
a) I provide reference and information services that meet the needs of the school community.						
b) I apply information management practices and systems that are consistent with national standards, for instance RDA.						
c) I use and model appropriate methods of information delivery and access.						
d) I can measure the value, quality and effectiveness of the principles and practices of information services to the school. #						
e) I know why and when to add value to the library service. #						
f) I ensure that programs are relevant to the needs of learners in the school community and have been objectively assessed. #						
g) I support learning and teaching by providing equitable access to professionally-selected resources.						



### 3. Know and understand the importance of reading and develop programs for users.

	REALLY WELL	WELL	I CAN DO THIS	MORE PRACTICE	LEARN THIS	NO INTEREST
a) I know about literature for children and/or young adults.						
b) I understand literacy, curriculum and the reading programs in the setting in which I work.						
c) I understand how children and young adults become independent readers.						
d) I know how to promote and foster a love of reading.						
e) I can measure the value, quality and effectiveness of the principles and practices of reading services. #						
f) I understand current assessment theory with regard to reading.						
g) I understand the reading interests of students and emerging reading trends.						
h) I understand different types of readers and can select resources to match their reading needs and interests.						



#### 4. Understand and facilitate the management of information resources in a broad range of formats.

	REALLY WELL	WELL	I CAN DO THIS	MORE PRACTICE	LEARN THIS	NO INTEREST
a) I know about information, resources and technology.						
b) I select and organise content with reference to learning and teaching programs.						
c) I select a wide range of physical and digital content in appropriate formats, to engage students in their learning.						
d) I assist colleagues to create, select and use a wide range of resources, including digital content.						
e) I model information use that is safe, responsible and ethical, in compliance with legislative, administrative and organisational requirements.						
f) I provide access to information resources through efficient, effective and professionally-managed systems. #						
g) I cater for the linguistic, cultural, social, religious, socioeconomic and developmental backgrounds of learners in program implementation and curriculum resourcing.						
h) I am seen as a leader in the selection, use and evaluation of resources at the school.#						
i) I understand and promote digital citizenship principles and how these apply to appropriate and ethical online behaviour						
j) I promote an individual's responsibility to be a digital citizen.						



5. Know and understand the application of leadership, finance, communication, and management theory and techniques.

	REALLY WELL	WELL	I CAN DO THIS	MORE PRACTICE	LEARN THIS	NO INTEREST
a) I take a leadership role in my school and am a member of key committees. #						
b) I plan and budget for improvement in library and information services and programs. #						
c) I measure library resources, facilities, programs and services against current policies, standards documents and benchmarks. #						
d) I understand and apply the basic principles of project management.						
e) I can deliver a project, and measure its effectiveness. #						
f) I communicate in a professional manner, presenting my ideas in a clear and concise way.						
g) I demonstrate effective conflict resolution skills.						
h) I manage staff according to the needs of the school, taking responsibility for library staff and their training commitments, for instance performance appraisal, professional development and rostering. #						
i) I promote library and information services to the school and the wider community. #						
j) I ensure the library's services support the educational goals and philosophy of the school.						
k) I initiate, at regular intervals, evaluation of the library in consultation with the school's leadership team and seek data about library services from the school community. #						



## 6. Understand and use technology and systems to manage all forms of information and media.

	REALLY WELL	WELL	I CAN DO THIS	MORE PRACTICE	LEARN THIS	NO INTEREST
a) I understand and implement the library's collection policy and methods related to development and deselection.						
b) I know how to build and evaluate the collection so that it is relevant to learning and teaching. #						
c) I have practical knowledge of the selection, acquisition and management and licensing of resources.						
d) I can find information on the changing trends in the formatting, production, and dissemination of information resources.						
e) I understand cataloguing systems, for instance Dewey classification, SCIS and RDA.						
f) I ensure library policies are up to date and reflect current school and sector policies and procedures. #						
g) I know the optimal conditions for maintaining collections.						
h) I understand the need for disaster preparation plans. #						
i) I am seen as a leader in the use and support of end-user technology at the school. #						
j) I know the copyright rules relevant to schools, and model appropriate labeling, copying and disseminating of information in all formats.						



## 7. Understand the importance of information literacy and develop programs for users.

	REALLY WELL	WELL	I CAN DO THIS	MORE PRACTICE	LEARN THIS	NO INTEREST
a. I create an information-rich learning environment which supports the learning and teaching needs of the school community.						
b. I provide access to information resources through efficient, effective and professionally-managed systems. #						
c. I foster an environment where learners are encouraged and empowered to read, view, listen and respond for understanding and enjoyment.						
d. I appreciate the dynamic nature of digital technologies and their role in education.						
e. I promote and nurture a 'whole school focus' on information literacy policy and implementation. #						
f. I ensure that staff and students are able to assess resources for relevancy, authority, accuracy and to understand and respect copyright and intellectual property.						
g. I remain current with understanding information literacy and information research as it relates to the skills and interests of learners.						
h. I understand how learners can develop and apply lifelong learning skills and strategies.						





## 8. Maintain currency of professional knowledge and practice.

	REALLY WELL	WELL	I CAN DO THIS	MORE PRACTICE	LEARN THIS	NO INTEREST
a. I understand and model the principles of lifelong learning.						
b. I evaluate, at regular intervals, the library's performance in meeting accountability requirements, and make changes as a result of findings. #						
c. I keep up to date with the curriculum to ensure that library services and resources meet the needs of learning and teaching.						
d. I access relevant research and professional development opportunities, wherever they may be found.						
e. I record and reflect on my professional development.						
f. I undertake research which informs evidence-based innovation in the school library.						
g. I plan and present professional development activities that reflect identified learning goals and an ongoing commitment to my professional learning.						
h. I promote the profession of teacher librarianship in the school and the wider community.						
i. I demonstrate collegiality by being active in professional associations or network groups.						