

Library Media Specialists

This document was developed to provide schools an understanding of the duties requiring a PELSB licensed Library Media Specialist, including courses that can be taught.

Scope of Practice

A library media specialist is authorized to provide to students in kindergarten through grade 12 instruction that is designed to provide information and technology literacy skills instruction; to lead, collaborate, and consult with other classroom teachers for the purpose of integrating information and technology literacy skills with content teaching; and to administer media center operations, programming, and resources.¹

Licensed Library Media Specialist Responsibilities

Teacher/ Instructional

- Establish and maintain a learning environment in the media center
- Teach responsible and ethical access to and use of information
- Plan instruction and select strategies that help students read and understand content area texts and digital content
- Develop information and technology literacy curriculum
- Guide students in locating, processing, critically evaluating, and communicating information
- Provide reading, viewing, and listening guidance appropriate to the students' interests, goals, needs, and abilities

Instructional Partner

- Develop a collection of materials based on the curriculum and learner needs
- Assist teachers in the selection and evaluation of resources
- Create a literacy-rich environment that includes a variety of texts, print and digital, student artifacts, literacy instructional supports, and a physical arrangement that promotes literacy learning
- Formulate and conduct student learning activities that integrate the use of information and technology tools

Information Specialist

- Acquire, catalog/process, organize, maintain, circulate, and inventory resources
- Identify and acquire resources beyond the media center to expand information access
- Maintain basic knowledge of managing information resources in accordance with national, state, and local standards and policies
- Model and teach responsible and ethical access to and use of information
- Disseminate information about educational and technological trends and legal developments

¹ [Minn. R. 8710.4550, subpart 1](#)
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Leader

- Develop and implement short-range and long-range plans for the information media program
- Collaborate, consult, and participate in the planning of the media center facilities
- Provide leadership and staff development in integrating information, technology and literacy strategies and resources into classroom curriculum
- Plan programming that aligns to district and school mission and goals
- Incorporate community partners in creating learning opportunities

Program Administrator

- Administer program budgets in a fiscally sound manner
- Monitor needs, usage, and trends to structure and justify program budgets
- Evaluate program, facilities, and resource collections
- Evaluate, select, and apply appropriate hardware, software, and other resources for the media center
- Evaluates and makes purchasing decisions around all library/ media center print and digital collections

Duties Library Media Specialists can Perform

Based on the subject matter standards of the Library Media Specialist Rules² a licensed Library Media Specialist's duties can include:

- Serve as Technology Integrationist Specialist who collaborate and consults in the curriculum and staff development to integrate technology into classroom curriculum
- Identify and apply current educational research, theory, and practice
- Use research to determine the role of information and technology tools for communication
- Teach basic knowledge of computers and related technology, including hardware, software, file management, care of equipment, and security
- Teach basic knowledge of digital communications, including graphics and multimedia production
- Provide basic knowledge of methods to manage technology, user access, and applications in an education setting
- Evaluate, select, and apply appropriate hardware, software, and other resources school wide
- Assist classroom teachers in developing information and technology literacy curriculum
- Assist classroom teacher in formulating curriculum and student learning activities that integrate the use of information and technology tools

A person who holds license 941000 Library Media Specialist can be a teacher of record. Examples of course topics include digital literacy, media and news literacy, basic computer applications, basic computer coding, information literacy, research, multimedia production and design, literacy-based STEM, Makerspace, library organization, and promoting lifelong learning and reading. Please email a course description to star.pelsb@state.mn.us to ensure the course falls under the Library Media Specialist license.

Please note, an individual who only holds license 940400 School Librarian can only manage the school library and is not able to be teacher of record.

² [Minn. R. 8710.4550, subpart 3](#)

Courses identified in STAR³ a Library Media Specialist License can teach

- **Keyboarding and Basic Computer Applications (300100; 301100):** Instruction designed to prepare students to efficiently use the computer for both personal and general work use. The instruction is designed to build students' keyboarding skill to use the computer more efficiently and productively. Students are introduced to the purpose and use of common computer software programs.
- **Media and Informational Production (300373):** Instruction includes courses that focus on technologies and skills used in media production – these may be print programs, visual programs, sound programs, or digital programs.
- **Computer Hardware Technology (301400):** Introduces students to the features, functions, and design of computer hardware, and provides instruction in the maintenance and repair of computer components and peripheral devices.
- **Media Literacy (301605):** Courses that enable students to understand and evaluate media messages encountered on a daily basis.
- **Web Page Design (301700):** Introduces students to the tools used to create a Web page using, for example, HTML programming and other Web authoring applications.
- **Instructional Media Specialist (890900):** This assignment code would include lessons that the media specialist teaches within the media center, but are not regularly scheduled classes. For example, if 50% or more of the media specialist duties includes providing lessons to classes upon request of classroom teachers or managing a center where students will receive instruction from the media specialist on technology, media literacy, or other related media topics.

[Laws of Minnesota 2023, chapter 55, article 1, section 61](#) has charged the Department of Education with creating a Computer Science Workgroup (which shall include a library media specialist). For this purpose, STAR is not creating any new assignment codes at this time. For computer science courses that are not currently listed please send a course description to star.pelsb@state.mn.us to ensure it falls under the scope of Library Media Specialist and to receive information for reporting on STAR.

Allowable Duties that a Library Aide/Clerk/Paraprofessional Can Perform

This includes educators who do not hold a Library Media Specialist license.

- Checking materials in and out of the media center
- Assisting students and staff in locating materials
- Monitoring use of the media center and resources (non-“Teacher of Record” supervision)
- Inventory of resources, including shelving of print materials, mending, replacing, and making suggestions to the Library Media Specialist

Note: This document was created with the cooperation of the Minnesota Professional Educators Licensing and Standards Board (PELSB), the Information and Technology Educators of Minnesota Division (ITEM), and the Minnesota Department of Education (MDE) State Library Services (SLS).

³ [Staff Automated Report](#)