



## Suggested Outline for Information (Library Media) and Technology Plan

*NOTE: The Wisconsin Department of Public Instruction does not require that a standard form or format be used for the district's plan. The format listed below is based on current research in the field of school library media and PK-12 instructional technology, criteria set forth by No Child Left Behind Act of 2001, Universal Service Fund (ERate) and Section 121.02 (1)(h) and PI 8 (h) and (k). Key components of a combined/comprehensive plan are listed below. The Plan Approval form, for evaluating the plan document and Plan Guidance document includes greater detail for each subtopic can be downloaded at <<http://dpi.state.wi.gov/imt/downloads.htm>>.*

### A. Title Page

- Title/name of combined/comprehensive plan
- Effective Dates of the plan
- Official school district name
- Signature of district administrator
- Name, Phone and Email of Plan Contact
- Date of Board of Education approval

### B. Executive Summary

### C. Table of Contents

### D. Introduction

- Analysis and Summary from the planning committee's review of the Relevant Research and Best Practices which sets a foundation for this plan
- District Information and Technology Vision and Mission Statements
- Description of how the plan is tied to district's overall vision/mission/strategic plan

### E. Background

- Community/school district demographics
- Names and titles of District Information and Technology Team
- Planning committee names, titles, and representation
- Overview/description of planning process
- Community resources and adult literacy providers explored or utilized in the plan
- Identifies adult literacy opportunities for community members. Explain collaboration with other educational institutions.

### F. Needs Assessment/Current Status

- Analysis and assessment of progress toward previous plan's goals
  - What goals/objectives were achieved?
  - What goals/objectives were postponed or delayed and why?
  - What goals/objectives will continue or be modified?
- Analysis of student proficiency and include explanation of how achievement of underserved and special needs populations are met through instructional technology.
- Analysis of educator proficiency
- Analysis of effective teaching and learning practices
- Analysis of access to information resources and learning tools, including analysis of library and computer lab facilities, program offerings and scheduled access to facilities
- Analysis of support systems and leadership (staffing) for library media and instructional technology programs
- Analysis of Resources/Fixed Assets:
  - Evidence the district has alignment of ITLS to the local curriculum
  - Learning Tools (computer and AV hardware and related fixed assets)

- Instructional technology library media materials/resources (software, print, electronic/online subscriptions/resources, multimedia)
- library collection analysis
- Complete descriptions of telecommunications and technology infrastructure, networking, and connectivity systems needed to improve education

**G. Plan Goals and Objectives**

- Reflect the needs identified from data analysis in the Needs Assessment
- Focus on using information processing and instructional technology to enhance student learning.
- Objectives need to be measurable, attainable, realistic and directly related to each goal

**H. Implementation Action Plan**

- Each goal will have an Action/Implementation Plan (table) that details the activities, acquisitions and implementation of each objective and goal -(narrative, table or spreadsheet format)
- The Action/Implementation Plan includes
  - activities, resources, projected cost needed for each activity to achieve each objective
  - the person or team responsible for implementation
  - a timeline and projected completion date
  - a measure/method for showing completion or achievement of each activity/ objective
  - any school board policy changes (if applicable)

**I. Budget**

- Develop a budget summary that includes all projected costs for each action item aligned to a goal and objective and ends with a list of specific funding sources and. The projected expenditures and the funding sources should balance. Include:
  - Software, Hardware, Infrastructure, Facilities, Operations, Maintenance & Upgrades
  - Staff Development, and Human Resource (staffing) priorities.
  - Common School Fund purchases along with district funding for school library resources
  - ALL services requested for discounted rates under the E-rate program

**J. Dissemination to Stakeholders**

- Details how the school/community will be informed of the plan and its contents
- Incorporates a ongoing process of reporting to school district stakeholders

**K. Monitoring, Evaluation, and Revision**

- Details the tools and processes used for ongoing monitoring and evaluation of the plan processes (not the goals - but the overall planning process)
- Describes a process and timeline for ongoing, long-term planning, implementation and budget adjustment

**L. Required Policies Approved by School Board (Review all policies for currency to federal and state law and regulations.)**

- Technology Concerns for Students with Special Needs (This policy includes meeting the learning needs of all students with Special Needs, such as Special Education, ELL, migrant, homeless, and poverty through the application of instructional technology.)
- CIPA/Internet Safety & AUP
- Copyright -- including use of copyrighted resources in digital and web format
- Materials Selection and Reconsideration
- Interlibrary Loan/Resource Sharing

**M. Appendices should include: (Appendices may be paper, electronic, or URL to website location.)**

- Bibliography of research reviewed, studied, and used to guide focus of the plan
- Compilations of needs assessments/supporting data and analysis, i.e., student educator proficiency, hardware and software inventories, library resource collection maps and development plans for each library collection
- Paper or electronic copies of school board policies and url for plan posted on district the website