



# Recommended Task

# School Library Services Analysis Worksheet

Evaluating essential services is an important part of serving the teachers and students at your school. Complete the attached analysis worksheet in order to walk yourself through an evaluation of several services offered in the school library to support teaching and learning. Though the services you analyze do not have to center on instructional strategies, you might consider reviewing ideas you have had while reading Module 4.

The attached worksheet asks you to go through three stages of analysis. The first stage is answering the question: *beyond managing regular school library procedures, what additional services do you presently offer to your students?* List any services available in the school library that qualify. An example of a service you already offer might be Battle of the Books.

The second stage is considering new services you might like to offer. List any ideas that have come to you while working through the LAB modules. An example of a service you might like to offer is self-checkout (which might actually help you save time!).

In the final part of your answer, you will be asked what services you will need to discontinue from Part 1 in order to incorporate the new services of Part 2. Be sure to analyze the overall impact adding or removing these services will have on the school library should you replace an existing service with something new.

Part 1: Beyond managing regular school library procedures, what additional services do you presently offer to your students?

<b>Service</b>	<b>Explanation of the service</b>	<b>Time required</b>

Part 2: Based on the module readings and your evaluations of the students' needs, what services would you like to offer?

<b>Service</b>	<b>Explanation of the service</b>	<b>Time required</b>

Part 3: What services could you discontinue from Part 1 to add the services from Part 2? (The time required should be similar.)

<b>Service</b>	<b>Explanation of the service</b>	<b>Time required</b>