

## Library Media Specialist (0310)

### Test at a Glance

Test Name	Library Media Specialist		
Test Code	0310		
Time	2 hours		
Number of Questions	120		
Format	Multiple-choice questions		
	Content Categories	Approximate Number of Questions	Approximate Percentage of Examination
	I. Program Administration	25	21%
	II. Collection Development	25	21%
	III. Information Access and Delivery	28	23%
	IV. Learning and Teaching	30	25%
	V. Professional Development, Leadership, and Advocacy	12	10%

## About This Test

The Library Media Specialist test is designed to measure the knowledge and abilities of examinees who have had preparation in a program for school library media specialists, grades K–12. Because programs in school librarianship are offered at both the undergraduate and graduate levels, the test is appropriate for examinees at either level.

The test content is aimed at the level of knowledge appropriate for the person who is responsible for administering the library media program at the individual school level. The material in the test, therefore, would not be suitable for those in systems with differentiated staffing or for those at the district level.

The 120 multiple-choice questions cover program administration; collection development; information access and delivery; learning and teaching; and professional development, leadership, and advocacy.

This test may contain some questions that will not count toward your score.

## Topics Covered

Representative descriptions of topics covered in each category are provided below.

### I. Program Administration

- Organization, administration, and evaluation of the library media center
- Planning and evaluation: assessing needs, planning objectives, setting priorities, evaluating, defining the center's mission and philosophy, and site-based management
- Management: budgeting, staffing, training, and supervising student aides and volunteers
- Establishing policies and procedures
- Renovating facilities and planning new facilities: technology planning, educational specifications, and access for the disabled

### II. Collection Development

- Selection policy: reconsideration policy, criteria for selection, collection evaluation techniques such as collection mapping and weeding
- Selecting resources: knowledge of information resources, both book and nonbook; knowledge of bibliographic resources in all formats
- Selecting equipment, supplies, and services: equipment such as computers and audiovisual equipment, supplies such as disks, services such as online services and CD-ROMs
- Acquiring resources: knowledge and evaluation of publishers, jobbers, subscriptions, vendors; knowledge of ordering procedures
- Organizing resources: MARC records; descriptive cataloging; classification; processing; records management; circulation; automation; and organization of noncataloged materials
- Promotion of resources

### III. Information Access and Delivery

- Knowledge of information resources and their uses, both book and nonbook, including electronic
- Knowledge of literature: genres, awards, and review sources
- Knowledge of current technologies
- Knowledge of the information retrieval processes: search strategies, evaluative techniques
- Information resources sharing: interlibrary loan, networks, programming, information and communication technology, LANs, school/public library cooperation

- Online resources and databases
- Distance learning
- Equal access for all learners: availability of collection services, facilities, and staff; circulation, hours, physical arrangement of the media center
- Scheduling
- Library media center environment
- Ethical and legal concerns surrounding use of information, such as copyrights in all formats and confidentiality

### IV. Learning and Teaching

- Curriculum integration and development
- Collaborative teaching and planning
- Knowledge of learning styles and developmental levels of students
- Knowledge of teaching and assessment strategies
- Orientation techniques
- Knowledge of information literacy models and principles
- Teaching use of information resources and search strategies

### V. Professional Development, Leadership, and Advocacy

- Professional development, such as continuing-education programs
- Awareness of the role and function of professional organizations, such as ALA, AASL, and AECT
- Familiarity with professional resources, such as professional journals, library literature, and *Information Power*
- Community involvement
- Codes of ethics
- Awareness of issues and trends
- Advocacy
- Certification and accreditation
- Legislation affecting libraries and education, such as laws on intellectual freedom and equal access, and the Children's Internet Protection Act

## Sample Test Questions

The sample questions that follow illustrate the types of questions in the test. They are not, however, representative of the entire scope of the test in either content or difficulty.

Answers with explanations follow the questions.

**Directions:** Each of the questions or incomplete statements below is followed by five suggested answers or completions. Select the one that is best in each case.

- Which of the following is the most effective way for students to learn how to use the library media center?
  - Videotaped instruction supervised by the library media specialist
  - Formal classes conducted by the library media specialist
  - Unit instruction by the classroom teacher
  - Instruction by the library media specialist integrated with a classroom learning project
  - Instruction by the classroom teacher and the remedial reading specialist
- A triangle organizer such as the one shown below is useful in helping students accomplish which of the following tasks?
 
  - Asking research questions
  - Brainstorming key words
  - Narrowing a topic
  - Taking notes
  - Prioritizing information sources
- The goals of a library media center program must be
  - based on the school's philosophy
  - performance based
  - identical to national goals
  - developed by the state education agency
  - limited to one-year planning
- Under which of the following conditions should the high school library media center ordinarily be open for use?
  - Before and after school and throughout the school day without restriction
  - Before and after school without restriction, but with only five students permitted to come from each class during any one period during the school day
  - Before and after school for circulation only and during the school day without restriction
  - During and after the school day, but not before the school day to prevent students from being tardy
  - Before and after school and during the school day for classes accompanied by their teachers
- Partnerships between school library media specialists and public librarians are important because
  - their collections can complement each other and thus provide a wider variety of resources for students
  - public librarians have special training in how to conduct research, and this expertise can be made available to students
  - public libraries are usually open after school and on weekends
  - public librarians have stronger ties to community groups
  - school library media specialists know more about children's literature

6. In order to encourage maximum use of print and nonprint materials, library media center collection policies usually include which of the following?
- (A) Limiting circulation of all materials to two weeks, with one renewal allowed for materials not in demand
  - (B) Circulating all print and nonprint materials, with the loan period varying according to the proposed use of the material.
  - (C) The limitation of periodicals use to within the center or to overnight loan only
  - (D) Circulating all print materials but limiting the use of nonprint materials to the media center only
  - (E) Circulating nonprint materials to faculty only
7. When Boolean logic is used to search for information, the statement that would retrieve the greatest number of results is
- (A) beagles NOT dogs
  - (B) beagles AND dogs
  - (C) "beagles or dogs"
  - (D) beagles OR dogs
  - (E) beagles NEAR dogs
8. A library media specialist is designing a faculty survey to identify weaknesses in the library media center program. The faculty members are most likely to provide valuable responses to the survey if the library media specialist
- (A) defines for them in advance how much data will be analyzed
  - (B) includes a large array of questions on various aspects of the program
  - (C) takes into account that the viewpoints of faculty members will be different from his or her own
  - (D) devises a method for acquiring the data that prevents individual faculty members from being identified
  - (E) returns the results of the survey in a format the faculty will understand
9. A major challenge for users of electronic virtual libraries is that
- (A) they lack the uniform access procedures established for print libraries
  - (B) the majority of individual elements in virtual libraries are fee based
  - (C) they allow access to textual information only
  - (D) there are limits on the size and content of information they offer
  - (E) the information offered is limited to only the most current on a given topic
10. High school students have approached the library media specialist to challenge the policy that media center computers may not be used during school hours for e-mail, message boards, or other forms of Internet communication. The library media specialist's most appropriate response to the students' challenge is that
- (A) electronic communication and socialization are a waste of students' time
  - (B) most students have ample access to electronic communication modes outside of school
  - (C) it is unhealthy for students to do all of their communication and socialization on the Internet
  - (D) it is too easy for students to hide unacceptable online activities when the library media center is busy during the school day
  - (E) the policy is designed to protect students' safety and privacy
11. During an orientation meeting, a principal suggests that novice teachers keep portfolios of observations and comments about lesson plans, instructional resources, and classroom management strategies. This is an example of reflective practice because the teachers will
- (A) select what is included in the portfolio
  - (B) think about the effectiveness of their teaching
  - (C) add to the portfolio throughout the school year
  - (D) share their observations with colleagues
  - (E) have a record of their accomplishments

12. A library media specialist frequently compiles recommended reading lists to help teachers and students locate notable books for specific grade levels of readers. A recommended reading list such as this most often contains
- (A) works that every child in a particular grade should read before passing to the next grade
  - (B) a compilation of all award-winning books from the last decade
  - (C) reading materials that are cited in the bibliographies of grade-level textbooks
  - (D) works of quality that reflect and encourage the interests of readers of a certain age
  - (E) works that have been approved by the school board for inclusion in the school's courses of study
13. A library media specialist uses a shared decision-making model when changing an existing library media center policy. Shared decision making is based on the concept that change is most likely to be effective when
- (A) those implementing it have a sense of ownership of and responsibility for the process
  - (B) ownership and control of a decision is given to a group, so no individual bears responsibility for the outcome of that decision
  - (C) the group leader alone assumes responsibility for the outcome of a decision
  - (D) the group leader gives up responsibility for a decision and is therefore not responsible for the outcome
  - (E) individuals not directly affected by the outcome of the decision are able to act objectively
14. Which of the following actions by a library media specialist is a possible violation of the ALA's Code of Professional Ethics?
- (A) Restricting students' access to a Web site that requires users to register by providing personal information
  - (B) Requiring students to compile a bibliography for all research assignments
  - (C) Limiting the amount of time an individual student can use a computer to surf the Internet if other students are waiting
  - (D) Directing students away from resources that support viewpoints that contradict the values of the community at large
  - (E) Informing a student's parents that an item was returned to the media center damaged
15. A library media specialist examines the current holdings of the library media center, categorizes them according to age and classification, identifies areas of need, and creates a list of new acquisitions. This process is known as
- (A) deselection
  - (B) bibliographic citation
  - (C) authentication
  - (D) inventorying
  - (E) collection analysis
16. During library orientation, a student asks if the library media center has any hot spots. The student is most likely referring to areas of the library media center where students can
- (A) print, scan, or use other computer peripherals
  - (B) talk on a cell phone
  - (C) connect to a wireless network
  - (D) recharge the battery of a laptop
  - (E) socialize

17. A library media specialist has received a grant to increase the library media center's holdings of children's magazines. On which of the following criteria should the selection be primarily based?
- (A) Advertisements should be relevant to the purpose of the magazine.
  - (B) The editor's contact information should be readily available.
  - (C) Games and activities should be accompanied with clear, well-written instructions.
  - (D) Information should be age appropriate and developmentally appropriate
  - (E) Features should be included for special populations, such as readers with visual impairments
18. According to Bloom's taxonomy, which of the following activities requires the highest level of thinking?
- (A) Using titles and subheadings to locate information
  - (B) Identifying the elements of a catalog record
  - (C) Browsing bookmarked sites on the Internet
  - (D) Assessing data gathered from research
  - (E) Defining copyright and plagiarism
19. The policies manual of a school district contains the mission statement of the library media center program. The mission statement most likely outlines
- (A) the core priorities most valued within the library media center's culture
  - (B) an overview of the purpose of the library media center
  - (C) a description of the library media center as it carries out its operations.
  - (D) the library media center's strategic plan for achieving its goals
  - (E) motivational tools to help the library media center aspire to its ideals
20. When maintaining a professional collection, a library media specialist should be especially mindful of the currency of resources dealing with
- (A) sample instructional models and strategies
  - (B) laws relating to students' rights
  - (C) materials for enrichment and remediation
  - (D) reviews of research and scholarly works
  - (E) professional development practices
21. Each year, a library media specialist presents the proposed library media center budget to the school principal using the identical format as the year before. The most likely reason for this is so the principal can
- (A) easily compare past figures with the present requests
  - (B) validate the accuracy of the figures present in the budget
  - (C) get as complete a picture of the budgetary needs as possible
  - (D) identify needs that can be addressed through alternate means of funding
  - (E) clearly understand what is being requested in the budget
22. Which of the following features of e-books makes them a good choice for reference works and textbooks?
- (A) They can be put down and read hands-free.
  - (B) They allow readers to adjust the size and font of the text.
  - (C) They can be replicated and stored at little or no cost, therefore keeping them in print indefinitely.
  - (D) There is little risk of the damage or degradation associated with books published on paper.
  - (E) They contain internal hyperlinks that make them easily searched and cross-referenced.

**READ THE FOLLOWING DIRECTIONS  
BEFORE CONTINUING**

Directions: The questions below differ from the preceding questions in that it contains the word EXCEPT. So that you understand fully the basis that is to be used in selecting the answer, be sure to read the question carefully.

23. A library media specialist is interviewing potential candidates for a paraprofessional position in an elementary school library media center. All of the following questions are legal to ask a candidate EXCEPT:
- (A) Are you a member of any library-related professional organizations?
  - (B) Are you authorized to work in the United States?
  - (C) Do you have any children?
  - (D) How do you work under pressure?
  - (E) What appeals to you about this position?
24. All of the following awards recognize excellence in children's literature EXCEPT
- (A) Michael Printz Award
  - (B) John Newbery Medal
  - (C) Randolph Caldecott Medal
  - (D) Mildred Batchelder Award
  - (E) Coretta Scott King Award

## Answers

- 1.** The best answer is D. Current philosophy emphasizes that the library media specialist should work in close partnership with the classroom teacher and that library skills should be taught in the context of a topic of study, rather than as a separate study in themselves. An introduction in which media specialist, teacher, and students work together in a “hands-on” activity is generally considered most effective.
- 2.** The best answer is C. The inverted triangle illustrates the thought process of making a broad topic increasingly specific, one method of narrowing a topic.
- 3.** The best answer is A. A library media center exists to meet the individual needs of the particular school that it serves, as decided by administration, faculty, and students. Thus, its goals need not conform to national or state goals. There is no general rule that stipulates that a center’s goal should be either performance based or limited to any specific time period.
- 4.** The best answer is A. Ideally, the library media center should be available to faculty and students at all possible times. Both materials and library media center staff should be readily available to the students and teachers before, after, and throughout the school day.
- 5.** The best answer is A. When a true partnership exists between school and public libraries, the collections of the school and public library complement one another, resulting in a wider variety of resources for students to use. Public librarians do not have stronger ties to the community or more training in research. The fact that public libraries are usually open on weekends and after school is not the determining factor. Nor is it necessarily true that a school library media specialist has more knowledge of children’s literature than a public librarian.
- 6.** The best answer is B. To ensure maximum use of a collection, all print and nonprint materials should be available for circulation to both teachers and students. In addition, the intended use of the material should play a role in determining the length of the loan period. This policy not only helps provide for the extended use of materials where needed but also encourages the prompt return of materials that are required by a number of borrowers for a short time, thus helping ensure the greatest availability of materials.
- 7.** The best answer is D. The use of the Boolean operator OR will display all the Web sites that contain the term “dogs,” all the Web sites that contain the term “beagles,” and all the Web sites that contain both the terms “dogs” and “beagles.” Answer A excludes one of the terms. Answers B and E require both terms be present, and Answer C requires the phrase “beagles or dogs” be found in that precise sequence.
- 8.** The best answer is D. This question asks you to identify factors that contribute to the success of a survey. Choices A, C, and E are aspects of the survey unrelated to the faculty’s responses. Broad surveys, as described in choice B, are generally less effective than those targeted at specific aspects of a program because they return an overwhelming volume of data. Choice D describes an aspect of the survey likely to make respondents feel comfortable providing honest, and therefore, more valuable responses.
- 9.** The best answer is A. Virtual libraries allow access to an unlimited range of information, both historical and current, in a number of formats, including graphical, audio, and visual as well as textual. Some virtual libraries require a fee to access, but many do not, and when fees are imposed, they do not generally apply to individual elements. Therefore, choices B, C, D and E would not present a challenge to users. However, most virtual libraries do not conform to the arrangements systems users know from print libraries. Users must determine the arrangement of each before successfully accessing the resources within.
- 10.** The best answer is E. This question asks you to determine why a library media center would have a policy limiting social networking. Although the statements in choices A–D might be true in some circumstances, policies about the acceptable use of technology are aimed primarily at protecting students’ safety and privacy.
- 11.** The best answer is B. To answer this question correctly, you must know the primary quality of reflective practice. Selecting items for inclusion and adding to its contents over a period of time, are elements of keeping a portfolio, but not specifically of reflective practice. Sharing observations with colleagues might also be part of reflective practice, but is not its primary quality. The primary quality of reflective practice is the examination of the effectiveness of teaching practice.
- 12.** The best answer is D. This question asks you to consider what works would be included in a recommended reading list for the purpose described in the stem. The lists described in choices A, C, and E would more likely be provided by teachers or the school administration. Choice B would contain quality works but would most likely cover a wide range of grade levels. Choice D describes worthy and desirable works that appeal to students of a specific age.
- 13.** The best answer is A. This question tests your knowledge of the benefits of using shared decision making to bring about change. None of the choices except A describes elements of a shared decision-making model. Choice A not only describes two elements of shared decision making but also addresses why change using this model is most likely to be effective.

**14.** The best answer is D. This question asks you to apply your understanding of the ALA's Code of Professional Ethics. The code states that the library media specialist should uphold the principles of intellectual freedom and resist efforts to censor library resources. Choice A restricts access to a resource, but only in order to protect students' safety and privacy. Choice B supports attributing information to its authors, while choices C and D describe actions related to the smooth operation of the library media center. None describes possible violations of the Code except D, which seeks to limit or censor students' access to a body of information.

**15.** The best answer is E. This question requires you to recognize the process described in the stem. The steps—analyzing current holdings based on age and classification, determining need, and recommending works to balance the collection—are the components of collection analysis.

**16.** The best answer is C. This question tests your knowledge of terminology, including informal terminology, related to computer and digital resources. "Hot spot" is an informal term for a geographic location that provides public access to a wireless broadband network service.

**17.** The best answer is D. This question asks you to identify which of several criteria for the selection of children's magazines is most important. Although choices A, B, C, and E are desirable features, none is more important than selecting magazines that are appropriate for the students using the resource.

**18.** The best answer is D. This question asks you to apply Bloom's *Taxonomy of Educational Objectives* to a group of activities to determine which asks students to use the highest level of thinking. Choices A and C describe application, B and E describe knowledge, and D describes evaluation. As evaluation is a higher-level thinking skill in the hierarchy defined by Bloom's taxonomy than either application or knowledge; the best answer is D.

**19.** The best answer is B. To answer this question correctly, you must know the definition of a mission statement. All the choices except B describe components of other library media center documents, such as the policy and procedures manual, the value statement, or a long-range plan. A mission statement is a brief description of why an organization exists.

**20.** The best answer is B. This question asks you to recognize which resources in a professional collection are most important to keep current. Currency is an important consideration for all resources, but since laws relating to student discipline and to students with learning disabilities or medical or social problems change frequently and since incorrect information in these areas would affect teachers' safe practice, the best answer is B.

**21.** The best answer is A. This question asks you to consider the elements of an effective budget presentation. Although valuable components of a budget presentation, all the choices other than A are not related to the use of a consistent format year to year. Using the same format year to year enables the school principal to make comparisons readily.

**22.** The best answer is E. This question tests your knowledge of the characteristics of e-books. Choices A–D describe characteristics of e-books, but not within the context of their strengths for reference works and textbooks. Choice E describes the e-book's accessibility and searchability, desired features of both reference works and textbooks.

**23.** The best answer is C. This question tests your knowledge of laws prohibiting an employer from asking candidates personal questions that are not related to the job they are seeking. Questions about a candidate's race, religion, age, disability, sexual preference, ethnicity, or, in this case, family status, are illegal under federal antidiscrimination laws.

**24.** The best answer is C. The Randolph Caldecott Medal is awarded in recognition of outstanding illustration in a children's book.



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