



OELMA Service Award for School Administrators Checklist

Description: The OELMA Service Award for School Administrators honors school administrator(s) whose leadership has made a significant contribution to the school library media program and services within their learning community.

Nominee's (administrator's) letter must address how you, as the nominee, have significantly affected the school library media center's services and programs. [Ohio's Library Guidelines for Librarians](#) (2021) provides strands, topics, and guidelines that can serve as examples.

Nominator's narrative (500 words) must address how the nominee has made a significant impact on the school library media program and services. Provide substantive examples from the following [Ohio's Library Guidelines for Librarians](#) (2021) strands: equity, literacy, partnerships, and quality schools. State the specific guideline used in the examples.

Equity

Each child has access to relevant and challenging academic experiences and educational resources necessary for success across race, gender, ethnicity, language, disability, family background or income.

- _____ Curate digital resource and tools (7 Guidelines)
- _____ Ensure equitable digital access (7 Guidelines)
- _____ Invest in, curate and maintain physical resources and tools (10 Guidelines)
- _____ Advocate for student privacy and intellectual freedom (6 Guidelines)

Literacies

Learners are instructed in identifying, interpreting, creating and communicating meaning across a variety of resources.

- _____ Promote reading engagement (personal/interpersonal) (7 Guidelines)
- _____ Teach digital citizenship and media literacy (10 Guidelines)
- _____ Instruct information literacy (7 Guidelines)

Partnerships

Challenging, preparing and empowering learners is a community-wide effort.

Partnerships represent the community supports needed to increase the likelihood of learner success.

- _____ Build instructional partnerships (7 Guidelines)
- _____ Cultivate community partnerships (6 Guidelines)

Quality Schools

School leaders, teachers, parents, caregivers, the community and other individuals working together to service the learners is one aspect of a quality school. Other factors such as curriculum, instruction, learner supports and data analysis also contribute to a quality school.

- _____ Design collaborative environments (6 Guidelines)
- _____ Empower learners as creators (21 Guidelines)
- _____ Facilitate professional learning (5 Guidelines)
- _____ Lead beyond the library (9 Guidelines)