

GVSU Compliance with the ALA/ACRL Guideliness for Curriculum Materials Centers

ACRL Guidelines	GVSU's CML
Administration	
<i>Mission/Goals: The CMC should have a written mission statement with articulated goals that reflect these guidelines.</i>	
Collaboration: Jointly developed	No (KCRC & Library)
Review: Regularly	Yes (last: 2005)
Compliance with ACRL Guidelines	Not at this time
<i>Budget: The CMC should have a budget that adequately addresses its needs.</i>	
Funding Responsibility: Director & administrators jointly plan the budget.	Yes
Funding Level: Adequate	Yes
Funding Source: Administrative Unit (Library)	Yes
Administration: By Director	Yes
<i>Personnel: The CMC staff should include a director and support staff sufficient to maintain the CMC and all services.</i>	
Director: ALA accredited master's degree or equivalent	Yes (MLS & MEd)
Education preparation skills	Yes (Ed. Certification) (K-12 Lib. Certification)
Half time management	No
Support Staff: Paraprofessional/Clerical	Yes
Student Assistants	Yes
Training	Yes
Continuing Education: Director	Yes
Support Staff	Yes

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<i>Facilities: The CMC should be a distinct facility that provides for effective use of its resources.</i>	
Location: Library or Education Building	No
ADA accessible	Minimum
Hours: Meets the needs of the users	Minimum
Evening hours	Yes
Weekend hours	Yes
Size: Comfortably holds all materials	After removal of some items
Equipment	Yes
Study areas	No
Work stations	No
Room for growth	No
Staff work space	Inadequate
Seating: Adequate seating to work individually or collaboratively	No
Accomodate students for class	No
Variety of seating types: Study tables	Inadequate
Carrels	No
Lounge	No
Maintenance: Security & Safety	No
Electrical Outlets	Yes
Computer ports	Inaccessible
Classroom: Own classroom or convenient space available	No
Adequate seating	No
Equipped with technology appropriate for demonstration(hands-on, electronic,media)	No
<i>Publicity: The CMC should have a plan for publicizing the CMC, its services, and its collection. Publicity should be directed toward all CMC user groups and should include both formal and informal means.</i>	
Web Site: Publicize the CMC	Yes
Linked to and from Library	Yes
Linked to and from the education site	Yes
Links to resources and services of the CMC	Yes
Links to appropriate curriculum materials sites	Yes
Links to teaching activities	Yes
Links to standards	Some
Links the children's literature	Yes
Links to publishers	No

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<i>Publicity</i>	
Printed Brochures/Guides	Yes
Available at Library	Yes
Available to College of Education	No
Available online	Yes
Available at appropriate distance locations	NA
Informal Campus Contacts	Yes
Services	
<i>Reference: The CMC staff should provide reference service to its users.</i>	
Delivery of Service: Reference available during all hours.	Yes
Staff: Trained to conduct effective an effective reference interview.	Yes
Student Assistants: Trained to provide basic assistance.	Yes
Professional Librarian: Located in adjacent area.	No
<i>Instruction: The CMC should have a program for instruction in the use of curriculum-related resources.</i>	
Collaboration: Developed in collaboration with the education faculty, librarians, and others.	Yes
Setting: Takes places within the CMC, in the classroom, or in a virtual environment.	Yes
Takes place in the classroom	Yes
Takes place in a virtual environment	No
Delivery: Guides	Yes
Lectures	Yes
Web pages	No
Tutorials	No
Bibliographies	Yes
Workshops	Yes
Orientations	Yes
Tours	Yes
Point of Need	Yes
Content: Research strategies	Yes
Selection & evaluation of resources	Yes
CMC collection and services	Yes
Instructional technology	Yes

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Services	
<i>Faculty Liaison: The CMC staff should seek out and maintain professional contact with teacher education instructional units and with individual faculty members.</i>	
Faculty Contact: Formal and informal contacts	Yes
Accrediting Bodies: Prepare documentation for visiting accrediting organizations as needed.	Yes
Collection Development: In collaboration with the faculty, develop the collection to meet the instructional and curriculum materials research needs of both faculty and students.	Yes
<i>Outreach: The CMC should have a program for serving off-campus users.</i>	
Collaboration: Collaborate with off-campus faculty, librarians, and others as appropriate.	Yes
Users: Distance learning students, faculty.	Yes
May include: Students at other colleges/universities	ILL/MEL
P-12 educators	MEL
Home schoolers	MEL
Community members	MEL
Services: Equivalent services	Yes
Delivery: Electronic	Yes
Web pages	Yes
Online Catalog	Yes
Online CMC instruction	No
Emailing/mailling lists	Yes
Online discussion groups	No
Access/subscriptions to online databases	Yes
Librarian visit to off-campus classrooms	Yes
Document Delivery	Yes
Agreements with other libraries/CMCs	Yes
<i>Production: The CMC may provide modern, high quality equipment and supplies to meet user needs for production of instructional materials.</i>	
Equipment: Used to create instructional materials...used in schools	Yes
Traditional and emerging technology	Yes
Updated, maintained, sufficient quantity	Yes
Supplies: Free or cost-recovery basis	Yes
Assistance: Provides ideas and basic assistance	Yes

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Collection	
<i>General Characteristics: The CMC collection supports the College or University's education curriculum with an organized collection of current and high quality educational materials created for use with children from preschool through grade twelve, and adult education materials, when appropriate.</i>	
Selection: Responsibility of a professional librarian charged with building the collection	Yes
Collection Development Policy: Written policy described by ACRL Guidelines	Yes
Organization: Organized with current national standards and practices (ACRL Guidelines)	Yes
Location: In CMC	Yes
Size: Sufficient to meet the needs of the users and in compliance with state standards	Yes
Format: Variety of formats (print, non-print, electronic)	Yes
Funding Level: Reflect the enrollment of education majors and pre-service teachers	Yes
<i>Collection Categories: The CMC should collect materials in a variety of categories, including, but not limited to, textbooks, curriculum guides, children's literature, professional literature, reference materials, education periodicals, media materials, educational tests and measures, and websites.</i>	
Textbooks: All major curricular subjects in levels P-12	Yes
Several publishers represented	Yes
Texts used in public schools in the region	Yes
Texts used in schools where education students receive field placements	Yes
Scope and depth of each subject area should depend upon institution's needs	Yes
Curriculum Guides: Collected annually on the local level	Yes
Collected annually on the state level	No
Collected annually on the national level	No
Children's & Young Adult Literature: P-12 fiction, nonfiction, picture books, folk and fairy tales, plays, and poetry	Yes/Main Library
Teaching Activity Materials: Materials providing ideas and activities for lesson planning and curricular development in all major areas and grade levels	Yes
Reference Materials: Current, print and electronic formats for students, children, young adults	Yes/Main Library
P-12 Magazines: Intended for children and young adults	Yes
Professional Periodicals: Provide teaching ideas and review of curriculum materials, media, and children's and young adult literature	Yes/Main Library
Media Materials: Both traditional and emerging technologies in various formats	No
Instructional games	Yes
Posters	Yes

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Collection	
<i>Collection Categories</i>	
Kits	Yes
Tests: Educational tests and measures	Yes/Main Library
Web sites: CMC website links to other online resources available to teaching professionals for lesson planning and curricular development.	Yes/Main Library
<i>Collection Development Policy: The CMC should provide a written collection development policy that guides the selection and acquisition of materials.</i>	
Mission Statement: Policy reflects and supports the mission of the CMC	Yes
Users: Identifies those served by CMC and extent of service	Yes
Collaboration: Developed in collaboration with the education faculty	No
Objectives: Identifies scope and objectives of collection	Yes
Format: Identifies formats to be collected	Yes
Tools and Criteria: Identifies selection tools, criteria and processes to choose materials	Yes
Categories and Balance: States categories to be collected	Yes
Guidance for allocating budget resources	Yes
Compliance: With state standards	NA
Appropriate treatment of gender, racial, ethnic, and cultural issues	Yes
Maintenance and Weeding: Regular maintenance of collection and weeding performed as needed	Yes
Access - Physical	
<i>Organization: The CMC collection should be displayed in an organized manner that makes it easily accessible to users.</i>	
Arrangement: Arranged in a systematic pattern with some inter-shelved while others are shelved as distinct collections	Yes
Access: Physically and easily accessible and ADA compliant	Yes
Openly available rather than remotely stored	Yes
Storage: Appropriate to hold all formats, sizes, and shapes	Yes
Signage: Adequate and appropriate, clearly posted and visible	Yes

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Access - Physical	
<i>Processing: The CMC collection should be processed to promote easy access.</i>	
Preservation: Use of appropriate reinforcement to preserve for multiple transactions	Yes
Integrity of Unit: Multiple-piece units in sturdy and easily maintained in containers	Yes
Multiple-piece units labeled with numbers and types of items contained within	Yes
Individual pieces marked with identifying call numbers	Yes
Item Labeling: Items clearly and consistently labeled to promote easy retrieval	Yes
Security: Theft detection devices used	Yes
<i>Circulation Policy: The CMC should provide a written circulationi policy.</i>	
User Groups: Identifies various user groups, noting restrictions and privileges	Yes
Circulation Periods: Identifies circulation periods and restrictions for each type of materials	Yes
Penalties: States penalties that are imposed	Yes
Other Policies: States other regulations including but not limited to those concerning:	
Holds	Yes
Recalls	Yes
Document delivery	Yes
Distance learning students	Yes
Automation: Encourages the use of an automated circulation system	Yes
<i>Equipment: The CMC should provide updated, appropriate equipment, in close proximity to the CMC non-print materials and in sufficient numbers to meet the needs of users to access all of the various non-print materials available in the collection.</i>	
Appropriateness: Equipment to provide access to all types of non-print media	Yes
Quantity: Sufficient quantity to meet typical demand levels	Yes
Location: In close proximity to the CMC non-print media collection for convenient access	Yes
Maintenance: Regularly maintained and kept in good working condition	Yes
Budget	Yes
Technical support	Yes
Updating: Regularly updated to meet the needs of new technologies	Yes

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Access - Bibliographic	
<i>Cataloging: The CMC collection should be cataloged in accordance with current national standards, including full subject access.</i>	
Description and Subjects: Physical description to include uniform information (title, author, etc.) and subject headings	Yes
Classification: Nationally accepted classification system	Yes
Tailored to fit CMC's needs	Yes
Completed in a timely fashion with sufficient levels of support	No
Cataloger Support: Model timetable	No
Dedicated librarian	No
Equipment/Supplies: Sufficient equipment and supplies for cataloging and processing	Yes
<i>Indexing: Bibliographic and holdings information about the CMC collection should exist on the same mechanism as other library materials.</i>	
Electronic and Remote Access: Electronic and remote access to the collection	Yes
Sufficient terminals in the CMC	Yes
Indexes for Uncataloged Items: Indexes, preferably electronic, to access non-cataloged items	Yes
Evaluation	
<i>The CMC should have a plan in place for evaluating the achievement of its mission and goals.</i>	
Plan: Focus on how well the CMC is meeting its goals and objectives relative to its collection, administration, facilities, and service.	No
Frequency: Periodic evaluation	No
Methodology: Focus groups	No
Surveys (Facility and Services)	Yes
Questionnaires (Equipment Use)	Yes
Other evaluation strategies	No
All user groups	No
Resources: Variety of published materials consulted	Yes
Results: Recorded and used in reviewing goals and objectives with changes made where appropriate	Yes