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From School Library to Learning Commons – Litchfield School District

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PSU Non-IC-Funded Project Profile Form

The intent of this form is to capture project information for both active and proposed projects associated with an Integrated Cluster (IC) which **do not require specific IC funding**.

Note that PSU has created a separate process for funding Integrated Cluster projects. For additional information on that process and the associated forms, review the collateral posted on the PSU site: <https://www.plymouth.edu/clusters/project-proposal-submission/>

Instructions for the PSU Non-IC-Funded Project Profile Form:

- ✓ Download this form to your computer

- ✓ Complete the form and save it on your computer; include the title of your project in the file name

- ✓ Forward the file via email to the IC Project Manager, Ross Humer at rhumer@plymouth.edu

- ✓ Project Profile will then be logged & forwarded to the appropriate IC Guide Team(s)

Instructions for the PSU Non-IC-Funded Project Profile Form: Please complete all of the elements of the following form in the spaces provided before saving and then submitting the document.

PSU Integrated Cluster Project Proposal Form

Title: From School Library to Learning Commons – Litchfield School District

Project Status:

This is an active project which began: 5/10/2017

This is a proposed project which is expected to begin: [Click here to enter a date.](#)

Project Leadership: (Identify Project Director/Manager or Co-Manager(s) Pamela Harland and Elaine Allard

Project Description: A collaborative effort with Litchfield Public Schools to transform the high school, middle school, and elementary school libraries into learning commons.

Project Goals and Outcomes:

1. Project Goals – Briefly identify and describe the objectives of this project

The purpose of this project is to collaborate with the Litchfield School System to assist the librarians, the administrators, and other decision-makers to better understand the current state of the library program and to set the stage for establishing more strategic organizational goals with today's learners in mind. The review that will be provided will help define programmatic strengths, challenges, opportunities, and directions for the development of space, resources, policies, procedures, and protocols.

2. Student Learning Outcomes – Outline the expected student learning outcomes

No students involved at this time. It is hoped that in the future PSU Library Media Students may use this school as a model during internships or practicums.

Rationale and Impact:

Considering the questions below, please write your project rationale and impact statement.

Include how this project will further the Mission and Vision of PSU with respect to 1) fostering collaboration across disciplines; 2) addressing a relevant societal issue, and 3) establishing

relationships with community partners, external institutions, companies, non-profits, schools, government agencies, etc. and 4). Making an impact

How does this proposed project advance the Integrated Cluster mission and vision? How does this project facilitate high impact teaching and learning, cross disciplinary collaboration, student engagement and partnership involvement, and real world problem exploration? What are the anticipated impacts of this project?

Is this project an extension of work already in progress, or an entirely new endeavor? Does it integrate with areas that team leaders are already teaching or is it an opportunity to delve into unfamiliar content or a bit of both?

Project Rationale and Impact Statement:

This project is a collaboration of the Educational Leadership, Learning, and Curriculum department and Lamson Library. The Learning Commons is a student-centered space that promotes study, research, and socializing and fosters life-long learning. Pam and Elaine have both consulted with K-12 and academic libraries on the Learning Commons Model. This project allows us to use our unique areas of expertise to foster this partnership with the Litchfield School District. The impact will be for the entire school district, not just one school and possibly to other school districts.

Libraries at their core are interdisciplinary. The Learning Commons model takes it one step further and promotes not just subject collections but furthers the idea of using a variety of tools and methods to foster and engage learners. Today's students need to be able to work in a multi-disciplinary team environment and the Learning Commons fosters this approach.

Project Team

PSU Project Participants (essential core team participants including faculty and staff)

Name	Position/ Title	Project Role	Discipline/ Specialty	Email
Pamela Harland	Contract Faculty	Co-Manager	Library Media and Technology Integrator	pcharland@plymouth.edu
Elaine Allard	Interim Dean, Library & Academic Support Serv.	Co-Manager	Library	eallard@plymouth.edu

Non-PSU Project Participants (stakeholders; partners; academic institution; etc.)

Name	Organization	Project Role	Discipline/ Specialty	Email
Andrea Ange	Campbell High School	stakeholder	librarian	aange@litchfieldsd.org
Amy Provencal	Litchfield Middle School	stakeholder	librarian	aprovencal@litchfieldsd.org
Melina Prevel-Turmel	Griffin Elementary School	stakeholder	librarian	mprevelturmel@litchfieldsd.org

Student Participant Profile (Identify the student population(s) to be engaged in the project. Identify if this has been or is planned to be incorporated into curricula) No students at this time

Class/ Student Organization/ Individuals	Role in Project	Academic Level (Undergraduate or Graduate)	Academic Discipline	Total Student Population

If this is planned to be incorporated into curricula, provide a description:

Project Funding

- This project requires no funding (*skip to IRB Compliance*)
- This project has/requires funding from other sources than the IC budget (*complete the following*)

Cost Category	Requested funds
SOURCES OF FUNDS	
o Grants	
o External Partners	
o Other	
<i>Total: Sources of Funding</i>	\$ -

Describe the status of funding requests or approvals:

Note that any projects requiring grant funding will need to comply with the RAC process.

IRB (Institutional Review Board) Compliance

IRB Compliance: <http://www.plymouth.edu/office/institutional-review-board/>

- This project DOES NOT require IRB compliance
- This project DOES require IRB compliance (*complete below*)

IRB Approval Status: Select an Option

IRB Approval Date: [Click here to enter a date.](#)

Project Management: Timeline and Milestones

Identify the timeline for the project including start, completion, and major project milestones. A closing report will be required as a part of the project funding process.

Project Start Date: [Click here to enter a date.](#)

Project Complete Date: [Click here to enter a date.](#)

Project Milestone	Milestone Description	Target Completion Date
Survey	Send survey to librarians	5/22/2017
Site visits	Visit with librarians, staff, students	6/1/2017
Report	Write report with recommendations	6/17/2017
Follow-up	Follow-up with librarians on recommendations	9/1/2017
		Click here to enter a date.

Please identify any pre-project education or training for students, faculty, and staff that would be helpful for your project team to have in advance to begin work on a strong footing (e.g., skill training, concepts), and identify any training and education that you are willing to help provide during the preparatory period for the project team before team work formally begins.

Student Education/ Training Requirements: None