

*Appendix D**Recommended Resources for CI Tools and Processes*

Bonstingl, J. J. (1996). *Schools of quality: An introduction to total quality management in education* (2nd ed.). Alexandria, VA: Association for Supervision and Curriculum Development.

Bonstingl provides practical tools and examples for applying the philosophy of quality to every level of the school. The strategies in this book are designed to help educators establish processes that foster continuous improvement for everyone involved in schooling. The book explains how educators have used philosophy to guide strategic planning, communicate more effectively with parents, improve students' learning strategies, and build a community of learners based on mutual respect and clearly defined aims. *Schools of Quality* is now available in a third edition.

Bradburn, F. B. (1999). *Output measures for school library media program*. New York: Neal-Schuman.

A user-friendly "how-to" book, shows how to take data already collected by library media specialists, use that data to talk about existing programs, and how to document the need for program change. Information, illustrated by examples and charts, explains which data will best support a given need, how to collect data so they are reliable and useful, and how to interpret and use data effectively. Readers are also warned problems in the use of these statistics. Case studies show the use of output measures

Carson, B. B., & Smith, J. B., (Eds.). (1993). *Renewal at the schoolhouse*. Englewood, CO: Libraries Unlimited.

Twelve authors offer strategies, based on their area of expertise, for effective management in the areas of personnel, time, finances, technology, change, and communication. Based on the concept that library media specialists are in a partnership with administrators and teachers focused on student achievement and the revitalization of schools. Charts, vignettes, cartoons, and memorable quotations emphasize key points.

Cleary, B. A., & Duncan, S. J. (1997). *Tools and techniques to inspire classroom learning*. Milwaukee: ASQ Quality Press.

Each chapter introduces a quality tool and provides several examples for classroom application at different grade levels. Each chapter includes focuses on the benefits to be gained by a classroom when the tool is used. Includes glossary.

Cleary, B. A., & Duncan, S. J. (1999). *Thinking tools for kids: An activity book for classroom learning*. Milwaukee: ASQ Quality Press.

Using scenarios from the classroom, Cleary presents an introduction to quality tools with clear guidance for selecting the right tool for the problem. Includes exercises, illustrations to help clarify concepts, a glossary, and suggest how to apply concepts to home situations.

McClanahan, E., & Wicks, C. (1993). *Future force: Kids that want to, can, and do!* Chino Hills, California: PACT Publishing.

The tools and techniques of TQM translated for use by teachers to assist them in showing students to work with the concepts of continuous improvement. Presented as an interactive learning process, this book enables students to apply analytical and technical tools and social skills in the classroom.

Tague, N. R. (1995). *The quality toolbox*. Milwaukee: ASQ Quality Press.

This easy to use resource provides instructions for using more than 50 tools. Included are matrices and flowcharts, data collection and analysis techniques, and other tools for analyzing processes, discovering causes, and generating ideas. Many diagrams, charts, and checklist examples, and a Tool Matrix chart to help users find the right tool for a particular situation.