

Instruction

LIBRARY MEDIA CENTERS

BP 6163.1 (a)

The Board of Trustees recognizes that school library media centers support the educational program by providing access to a variety of informational **and supplemental** resources **that can help raise the academic achievement of all students**. The Board desires ~~to provide library media centers with up-to-date books, reference materials, and electronic information resources necessary to promote literacy, support students in achieving academic standards, and encourage that school libraries be stocked with up-to-date books, reference materials, and electronic resources that promote literacy, support academic standards, and prepare~~ students to become lifelong learners.

(cf. 0440 - District Technology Plan)
(~~cf. 6000 - Concepts and Roles~~)
(cf. 1330.1 - Joint Use Agreements)
(cf. 6011 - Academic Standards)
(~~cf. 6161 - Equipment, Books and Materials~~)
(cf. 6163.4 - Student Use of Technology)
(cf. 7110 - Facilities Master Plan)

~~School libraries shall be open for use by students and teachers during the school day. (Education Code 18103)~~

~~The Superintendent or designee shall develop procedures for the selection and evaluation of library materials.~~

Library Plans

~~Whenever a school receives state funding for school and library improvement pursuant to Education Code 41570-41573, the school site council shall develop a single plan for student achievement which incorporates a districtwide plan for school libraries. (Education Code 41572)~~

~~(cf. 0200 - Goals for the School District)~~
~~(cf. 0400 - Comprehensive Plans)~~
(cf. 0420 - School Plans/Site Councils)
~~(cf. 0460 - Local Control and Accountability Plan)~~
~~(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)~~
~~(cf. 6161.2 - Damaged or Lost Instructional Materials)~~

Classroom Libraries for Grades K-4

~~When state funding is available for library materials in grades K-4 classrooms, the Superintendent or designee shall develop, for certification by the Board, a districtwide classroom library plan grades K-4. The plan shall include a means of preventing loss, damage, or destruction of the materials. (Education Code 60242, 60422)~~

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BP 6163.1 (b)

~~(cf. 6161.2—Damaged or Lost Instructional Materials)~~

~~The districtwide plan for school libraries developed pursuant to Education Code 41572 may fulfill this requirement provided the plan meets the criteria of Education Code 60242.~~

~~The Superintendent or designee is encouraged to consult with primary grade teachers and school and/or county office of education library media teachers in the development of the plan and to consider selections from the list of books recommended by the State Librarian pursuant to Education Code 19336.~~

The Superintendent or designee may assign certificated librarians to perform the following duties in accordance with the authorizations of their credential: (5 CCR 80053, 80053.1)

1. Instruct students in accessing, evaluating, using, and integrating information and resources in the library program and/or provide departmentalized instruction in information literacy, digital literacy, and digital citizenship
2. Plan and coordinate school library programs with the district's instructional programs through collaboration with teachers
3. Select materials for school and district libraries
4. Develop and deliver staff development programs for school library services
5. Coordinate or supervise library programs at the school or district level
6. Plan and conduct a course of instruction for students who assist in the operation of school libraries
7. Supervise classified personnel assigned school library duties
8. Develop procedures for and management of the school and district libraries

The Board also may appoint classified paraprofessionals to serve as library aides or library technicians. Volunteers may assist with school library services in accordance with law, Board policy, and administrative regulation.

~~(cf. 1240 - Volunteer Assistance)~~

~~(cf. 4222 - Teachers Aides/Paraprofessionals)~~

Hours of Operation

School libraries shall be open for use by students and teachers during the school day. (Education Code 18103)

Selection and Evaluation of School Library Materials

~~Responsibility for the selection of library materials is delegated to the professional library staff through the principal. School librarians shall evaluate materials, using professional selection aids and standards, in accordance with law, Board policy, and administrative regulation. The selection process shall invite recommendations from administrators, teachers, other staff, parents/guardians, and students as appropriate.~~

Library materials shall include print and electronic resources that align with the curriculum and are accessible to students with varying cognitive or language needs.

Library materials shall be evaluated and selected through a process that invites recommendations from administrators, teachers, other staff, parents/guardians, and students as appropriate.

(cf. 6144 - Controversial Issues)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

Library materials ~~should~~ shall be continually evaluated in relation to evolving curricula, new formats of materials, new instructional methods, and the needs of students and teachers. Materials that contain obsolete subject matter or are no longer appropriate shall be removed, ~~and lost or worn materials may be replaced if possible.~~

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

All gifts and donations of school library materials shall be subject to the same criteria as materials selected for purchase by the district.

(cf. 1260 - Educational Foundation)

(cf. 3290 - Gifts, Grants and Bequests)

Complaints regarding the appropriateness of library materials shall be addressed using the district's procedures for complaints regarding instructional materials.

(cf. 1312.2 - Complaints Concerning Instructional Materials)

Fees

Students shall be allowed to borrow school library materials at no charge for use in the library and classrooms as well as out of school. (5 CCR 16042)

(cf. 3260 - Fees and Charges)

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BP 6163.1 (d)

To encourage students to return materials in a timely manner, a nominal fee may be charged for the late return of materials.

~~(cf. 5125.2—Withholding Grades, Diploma or Transcripts)~~

Library Instruction

Certificated librarians and/or classroom teachers may provide library instruction to develop students' information literacy skills. Such instruction shall be aligned with state academic standards for library instruction and shall prepare students to:

1. Access information by applying knowledge of the organization of libraries, print materials, digital media, and other sources
2. Evaluate and analyze information to determine appropriateness in addressing the scope of inquiry
3. Organize, synthesize, create, and communicate information
4. Integrate information literacy skills into all areas of learning and pursue information independently to become life-long learners

Certificated librarians also may provide support to teachers, administrators, and other staff by identifying instructional materials that will aid in the development of curriculum and instructional activities and by providing information about effective and ethical uses of school library services and equipment.

~~(cf. 4131 - Staff Development)~~

~~(cf. 4231 - Staff Development)~~

~~(cf. 4331 - Staff Development)~~

~~(cf. 6141 - Curriculum Development and Evaluation)~~

Program Evaluation

The Superintendent or designee shall annually assess and report to the Board regarding the condition and use of school libraries. The assessment shall evaluate, at a minimum:

1. Access of students and staff to school libraries during school hours and, as appropriate, access outside the school day
2. The process and frequency by which students are allowed to check out library materials
3. Staffing levels, qualifications, and number of hours worked

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4. The quality of the collection at each library, including, but not limited to, the total number of books in the collection, number of books per student, amount expended during the year for the purchase of new resources, and the number of resources discarded and added during the year
5. Any special programs offered at the school to encourage reading and/or library use
6. The adequacy of the facility space and equipment designated for the school library
7. The source(s) and adequacy of funding for school libraries

The district may, on or before August 31 each year, report to the CDE on the condition of its school libraries for the preceding year ending June 30. (Education Code 18122)

Reports

~~The district shall, on or before August 31 each year, report to the California Department of Education on the condition of school libraries for the preceding year ending June 30. (Education Code 18122)~~

Legal Reference:

EDUCATION CODE

1703 Coordination of district library services by county superintendent

1770-1775 Provision of library services by county superintendent

18100-18203 School libraries

18300-18571 Union high school district/unified school district library district

19335-19336 Reading Initiative Program; recommended books

35021 Volunteer aides

~~41570-41573 School and Library Improvement Block Grant~~

44868-44869 Qualifications and employment of library media teachers

45340-45349 Instructional aides

~~60119 Sufficiency of textbooks and instructional materials; public hearing~~

~~60240-60251.5 State Instructional Materials Fund, purchase of classroom library materials~~

~~60420-60424 Instructional Materials Funding Realignment Program~~

REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS

~~18181 Districtwide library plan~~

~~52012 Establishment of school site council~~

~~52014-52015 School plans~~

CODE OF REGULATIONS, TITLE 5

16040-16043 School libraries

80023-80023.2 Emergency permits, general requirements

80024.6 Emergency teacher librarian services permit

80026-80026.6 Emergency permits

80053-80053.1 Library media service teaching credential Teacher librarian services credential

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BP 6163.1 (f)

Legal Reference, continued:

~~UNITED STATES CODE, TITLE 20~~

~~6383 Improving Literacy Through School Libraries grant program~~

Management Resources:

CDE PUBLICATIONS

Examples of Model School Library Standards for California Public Schools Supporting Common Core State Standards (CCSS) for English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects, rev. February 2012

Model School Library Standards for California Public Schools: Kindergarten Through Grade Twelve, 2010 (includes standards for student instruction as well as program standards)

Looking at the School Library: An Evaluation Tool, 2003

~~Check It Out! Assessing School Library Media Programs, 1998~~

Recommended Literature: Kindergarten Through Grade Twelve

CALIFORNIA SCHOOL LIBRARY ASSOCIATION PUBLICATIONS

Standards and Guidelines for Strong School Libraries, 2004

WEB SITES

~~American Library Association: <http://www.ala.org>~~

American Association of School Librarians: <http://www.ala.org/aasi>

California Department of Education, School Libraries: <http://www.cde.ca.gov/ci/cr/lb>

California Library Association: <http://www.cla-net.org>

~~California School Library Association: <http://www.csla.net>~~

Policy

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revised: _____

SAN JACINTO UNIFIED SCHOOL DISTRICT

San Jacinto, California