

Policy 6163.1: Library Media Centers

The ~~Board of Education~~ **Governing Board** recognizes that school ~~library media centers~~ **libraries** support the educational program by providing access to a variety of informational ~~resources.~~ ¶

The ~~Board~~ desires to provide ~~library media centers~~ and supplemental resources that can inspire a love of reading, stimulate thought, encourage the exploration of ideas and intellectual exchanges, and contribute to the academic achievement of all students. The **Governing** Board desires that ~~school libraries~~ be stocked with up-to-date books, reference materials, and electronic ~~information resources necessary to~~ resources that promote literacy, support ~~students in achieving academic standards~~ academic standards, contain a broad spectrum of knowledge and viewpoints, accurately reflect and value society's diversity, and encourage ~~prepare~~ students to become lifelong learners.

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

~~Any school library open outside the school day, such as evenings and/or Saturdays, shall be under the supervision of a certificated employee.~~ (Education Code 18103) ¶

~~The district's school libraries may provide: (5 CCR 16040) ¶~~

- ~~1. Library instruction to students that enables them to become proficient users of library resources~~ ¶
- ~~2. Information to teachers and administrators concerning sources and availability of instructional materials that will aid in the development of school curriculum, and, in cooperation with classroom teachers, the development of instructional units and activities using library resources~~ ¶
- ~~3. Assistance to teachers and students in the evaluation, selection, production, and uses of instructional materials~~ ¶
- ~~4. A collection of materials and resources that support the curriculum and are appropriate for user needs~~ ¶
- ~~5. Assistance to teachers, administrators, and other school staff members in becoming knowledgeable about appropriate uses of library media services, materials, and equipment~~ ¶

~~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)~~¶

~~In developing the districtwide plan, the Superintendent or designee is encouraged to consult with school library media teachers, classroom~~The Superintendent or designee may, in consultation with teacher librarians, classroom teachers, administrators, parents/guardians, and students as appropriate, develop and regularly update a plan for school libraries that describes the district's goals for school libraries and the distribution of funds to school sites to support libraries. As appropriate, the plan may also address staffing, facilities, selection and evaluation of materials, development and maintenance of classroom libraries, prevention of loss or damage of library materials, prioritization of needs, and other related matters. The Superintendent or designee shall ensure that the library plan is aligned with the district's local control and accountability plan and other district and school plans.

Staffing

To staff school libraries, the district may employ one or more teacher librarians who possess appropriate credentials issued by the Commission on Teacher Credentialing. (Education Code 18120, 44868; 5 CCR 80024.6, 80053)

The Superintendent or designee may assign teacher 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 **Governing** 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.

Hours of Operation

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

With the approval of the **Governing** Board, a school library may be open at other hours outside the school day, including evenings and Saturdays. Any library open to serve students during evening and Saturday hours shall be under the supervision of a certificated employee who consents to the assignment. (Education Code 18103)

Selection and Evaluation of School Library Materials

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

Library materials shall be selected and evaluated through a process that invites recommendations from administrators, teachers, ~~administrators~~ other staff, parents/guardians, and students as appropriate ~~in the development of the plan.~~¶

~~The districtwide library plan shall describe the district's vision and goals for the district's libraries and action steps including how funds will be distributed to school sites. As appropriate, the plan may also address staffing, facilities, selection and evaluation of materials, prioritization of needs, and other related matters.~~¶

~~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)~~¶

~~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.¶~~

~~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 should 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.¶~~

~~Complaints regarding the appropriateness of library materials shall be addressed using the district's procedures for complaints regarding 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)¶~~

~~No charge shall be assessed for the late return of materials.¶~~

~~Reports.~~

The use of any book or other resource in a school library shall not be rejected or prohibited by the **Governing** Board or district on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243)

Library materials 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 outdated subject matter or are no longer appropriate shall be removed.

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

Complaints regarding the appropriateness of library materials shall be addressed in accordance with Board Policy 1312.2 - Complaints Concerning Instructional Materials and Board Policy 1312.3 - Uniform Complaint Procedures, as applicable.

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)

OPTION 1: (No late fees)

Students shall be encouraged to return library materials in a timely manner, but no charge shall be assessed for the late return of materials.

OPTION 1 ENDS HERE

OPTION 2: (Late fees charged)

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

OPTION 2 ENDS HERE

Library Instruction

Teacher librarians and/or classroom teachers shall provide library instruction to support the development of students' information literacy skills. Such instruction shall be aligned with the 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

Teacher 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.

Program Evaluation

The Superintendent or designee shall annually assess and report to the **Governing** 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
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, types of materials (fiction, non-fiction, newspapers, magazines, encyclopedias, materials in other languages, and reference materials), alignment with curriculum, provision of a broad spectrum of knowledge and viewpoints, 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
8. Knowledge by principals, teachers, and library personnel of the process to follow when a library material(s) is challenged

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