

Instruction

Library Media Centers

The Board of Education recognizes that school libraries 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 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.

Staffing

The Board 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 Board, a school library may be open at other hours outside the school day.

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 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.

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 Materials that contain outdated subject matter or are no longer appropriate shall be removed.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 using the District's procedures for complaints regarding instructional materials.

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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)

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

Library Instruction

Teachers, library technicians, and library assistants shall 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.

Program Evaluation

The District shall, 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)

Legal Reference: Education Code, Sections 1703; 1770-1775; 18100-18203; 18300-18571; 19335-19336; 35021; 44868-44869; 45340-45349
Code of Regulations, Title 5, Sections 16040-16043; 80023-80023.2; 80024.6; 80026-80026.6; 80053-80053.1

Policy Adopted: 06/01/1976

Policy Amended: 07/02/1985; 12/06/1994; 10/15/2002; 12/14/2010; 01/14/2020