

Instruction

Library Media Centers

The Board of Trustees recognizes that school library media centers play a vital role in education by providing access to a variety of informational resources. Whenever possible, schools may provide comprehensive library media centers with up-to-date books, reference materials and electronic information resources necessary to support a high-quality educational program, promote literacy, and enable students to achieve academic standards and become lifelong learners.

(cf. 0440 - District Technology Plan)

(cf. 6011 - Academic Standards)

(cf. 6161 - Equipment, Books and Materials)

(cf. 6163.4 - Student Use of Technology)

School libraries shall be open for use by students and teachers during the school day as authorized by the principal. (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

(cf. 4131 - Staff Development)

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Library Media Centers (continued)

School Library Plan

The Superintendent or designee shall develop a districtwide school library plan for approval by the Board. (Education Code 18181)

The school library plan shall describe the district's vision and goals for the district's libraries, progress toward previously established goals, and action steps including how the funds will be distributed. As appropriate, the plan may also address staffing, facilities, selection procedures, and prioritization of needs or other related matters.

Individual school sites may develop site-level plans consistent with the districtwide plan.

Classroom Library Plan

When state funding is available for classroom library materials, the Superintendent or designee shall develop a districtwide classroom library plan for grades K-6. The plan shall include a means of preventing loss, damage or destruction of the materials. (Education Code 60242, 60422)

(cf. 6161.2 - Damaged or Lost Instructional Materials)

Selection and Evaluation of Library Materials

Responsibility for the selection of library materials is delegated to the Assistant Superintendent for Instruction or designee. School librarian technicians shall evaluate materials in accordance with law, Board policy and administrative regulation, and using professional selection aids and standards. The selection process may invite recommendations from administrators, teachers, other staff and parents/guardians as appropriate.

(cf. 6144 - Controversial Issues)

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

(cf. 6161.11 - Supplementary Instructional Materials)

Library materials should be continually reevaluated 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 may be removed, and lost or worn materials may be replaced if possible.

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

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Library Media Centers (continued)

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)

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

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

18010-20091 Libraries, especially:

18100-18103 School libraries, establishment and maintenance

18111 Exclusion of books by governing board

18120 Librarians

18122 Report on conditions of libraries

18130-18139 Contract with county or city library

18180-18184 California Public School Library Act of 1998

18202-18203 Business Organizations and Opportunities for Kids Fund

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

19336 Recommended books, Reading Initiative Program

44868 Qualifications of librarians

45340-45349 Instructional aides

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

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Library Media Centers (continued)

Legal Reference: (continued)

60420-60424 Instructional Materials Funding Realignment Program

CODE OF REGULATIONS, TITLE 5

16040-16043 School libraries

80053 Library media service teaching credential

Policy Adopted: March 23, 1987

Policy Revised: September 26, 2005; February 27, 2006;