# THE FIVE-YEAR PLAN FOR SCHOOL LIBRARIES 2012-2017
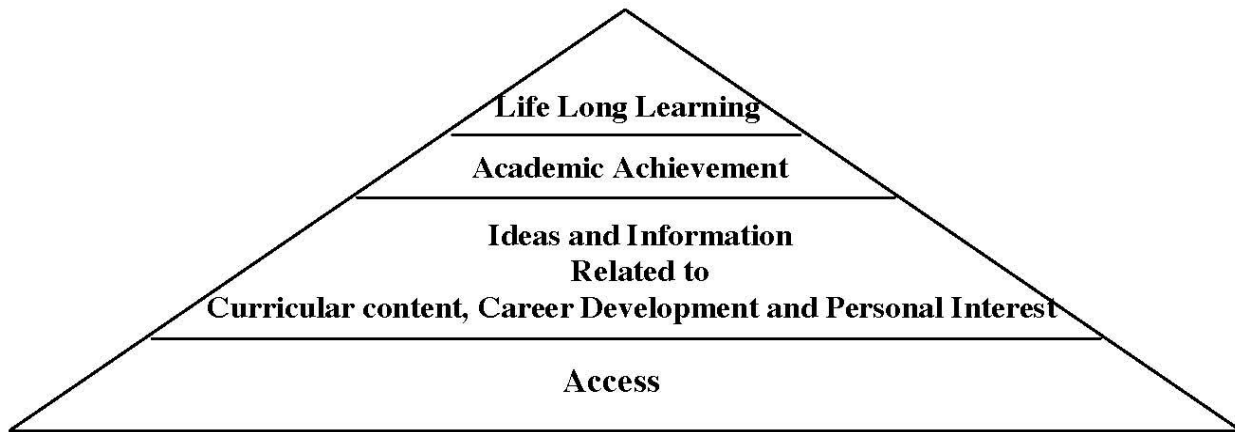## San Bernardino City Unified School District

I. Belief: Information literacy—the ability to find and use information—is the keystone of lifelong learning. Creating a foundation for lifelong learning is at the center of the school library program. The continuous growth of information availability makes a strong, school library essential. Helping users acquire the skills they need to harness and use information for productive and fulfilling lives is our focus.



Life Long Learning

Academic Achievement

Ideas and Information
Related to
Curricular content, Career Development and Personal Interest

Access

| Hardware Support | Resources | Space Support | Human Support |
|---|---|---|---|
| Cables | Audio Books | Central Library | Audio Visual Assistant |
| Camcorder | Cloud access | (Networked) | Credentialed Librarians |
| Computers | Distance Learning | Conference Rooms | District Librarian |
| Copy Machine | access | Individual study space | Interns |
| Digital audio players | DVDs/Videos | Large group work | Library Assistant |
|  |  | space |  |
| Digital cameras | Electronic databases | Librarian work space | Library Clerk/Aide |
| Disk burners / players | E-Books | Open space for | Micro Computer |
| Document Camera | Internet Service | comfortable, inviting | Specialist |
|  | Internet Sites | atmosphere | Staff Development for: |
| LCD Projector | Library Furniture | Planned space for | Library Staff |
|  | Maintenance | technology use | School Staff |
| Monitors | agreements | Small group work | Student Assistants |
|  |  | space |  |
| Networking | Map Collections | Space for collections | Temporary support |
| Remote controls | Print Collection | Space for equipment | personnel |
| Repair and upgrade | Repair and upgrade | Space for library | Textbook Clerk |
| Scanners | Sch. library website | furniture | Volunteers |
| Tablets | School-wide network | Space for supplies |  |
| Television/VCR/DVD | Security Systems | Textbook storage |  |
| Video Conference | Software |  |  |
| equipment | Subscriptions to |  |  |
|  | Info services |  |  |

This graphic illustrates the foundational support needed to help library users access information and explore ideas.

II.  Mission: The mission of the library program is to ensure that students, staff, and community members are effective finders and users of ideas and information.

III. Goals:
A. Goal: Provide intellectual and physical access to materials in all formats.

1. Action step: Provide support for automated library services for all District library sites.
2. Action step: Manage access to library collections through the site library process of bar coding and cataloging.
3. Action step: Provide extended learning time by having libraries open before and after school.
4. Action step: Provide students with home access to their school's library collection information and website databases.

B. Goal: Provide a carefully selected and systematically organized collection of diverse learning resources that represent a wide range of subjects, levels of difficulty, and formats.

1. Action step: Distribute State Library funds through the State generated Library and School Improvement Block Grant. The number of dollars each school will receive is dependent on a State generated formula. Approximately $7.00 per ADA of the prior year's CBEDS' count will be used to describe the library's portion of a school's *Library and School Improvement* funds. School Site Councils may increase or decrease this amount according to school needs. Schools, which do not receive this funding will need to support the library from other budgets.
2. Action step: Supply yearly lists of reviewed and recommended books to be considered for new purchases by elementary school libraries, which do not have certificated or full time librarians.
3. Action step: Investigate additional materials for students with special needs.
4. Action step: Investigate additional materials for professional staff.

C. Goal: Develop and/or participate in activities designed to improve student achievement.

1. Action step:  Provide student library orientation sessions.
2. Action step: Promote reading and basic literacy celebrations, events and activities
    Examples of past activities:
    • Teen Read Week
    •  Read Across America
    •  Reading motivation (Accelerated Reader, Reading Counts)
    •  Book Clubs
    •  Presentations by Authors
    •  Constitution Day
3.  Action step: Promote the instruction of State Library Standards and information literacy skills. (See appendix)
4.  Action step: Promote the use of the *Research Report Template* developed by the District's secondary librarians to increase the use of information literacy skills.
5.  Action step: Collaborate with classroom teachers in planning, teaching, and

assessing standards based instruction that fully uses library resources.

6. Action step: Convene secondary librarians monthly to discuss concerns, ideas and program.
7. Action step: Inservice elementary library aides at least once a year in library practices and program.
8. Action step: Hold a District-wide Library Vendor Fair every other year to increase awareness of new and appropriate information sources.

D. Goal: Provide a systematic procedure for evaluating each site's library media collection and program.

1. Action step: Assess the needs of current Library Media Centers by using the State publication, *Check it Out! Assessing School Library Media Programs: A Guide for District Education Policy and Implementation Teams* and the book, *Evaluating The School Library Media Center* by Nancy Everhart.
2. Action step: Review library report on collection to evaluate the balance of fiction and non-fiction, the recent publication dates, areas of need, etc.

E. Goal: Provide the human resources necessary to meet the library goals.

1. Action step: Seek funding to increase student, staff and community access to library resources by increasing library assistants' hours at the elementary schools and the certificated librarians' hours at the two alternative high schools which have less than a full time librarian.
2. Action step: Seek funding to establish the position of District Librarian to provide training and assistance to elementary library assistants and certificated librarians, and to negotiate District-wide contracts for electronic data bases, maintenance agreements, etc.
3. Action step: Standardize library clerical help at the secondary level.
4. Action step: Provide a computer technician to furnish technical support to all District libraries.

F. Goal: Acquire information and material resources from outside the individual libraries and schools.

1. Action step: Explore reduced rates for District-wide use of specific data base services.
2. Action step: Implement additional steps required to link library catalog access between District libraries.
3. Action step: Provide instruction in using a range of equipment for accessing local and remote information in any format.

G. Goal: Plan for future expansion of library media services.

1. Action step: Work with the District in evaluating the new libraries at Indian Springs High School, George Brown Jr. Elementary School, Leland Norton Elementary School, and Little Mountain Elementary School.
2. Action step: Work with the District architects in planning new high school, middle school and elementary school library floor plans and equipment.

3. Action step: Collect resources for all libraries, which will assist in:
   a) Book selection (i.e. Wilson Catalog)
   b) Evaluation (i.e. Check It Out!)
   c) WASC and other evaluative reviews (i.e. Focus On Learning)

IV. Monitor: Annually monitor and evaluate progress toward the listed Goals and Action steps.

V. Revise: Annually examine the plan for new needs and revisions.

(See Appendix on next page.)

# Appendix

## Nine Information Literacy Standards
## for Student Learning

**Information Literacy**

Standard 1: The student who is information literate accesses information efficiently and effectively.
Standard 2: The student who is information literate evaluates information critically and competently.
Standard 3: The student who is information literate uses information accurately and creatively.

**Independent Learning**

Standard 4: The student who is an independent learner is information literate and pursues information related to personal interests.
Standard 5: The student who is an independent learner is information literate and appreciates literature and other creative expressions of information.
Standard 6: The student who is an independent learner is information literate and strives for excellence in information seeking and knowledge generation.

**Social Responsibility**

Standard 7: The student who contributes positively to the learning community and to society is information literate and recognizes the importance of information to a democratic society.
Standard 8: The student who contributes positively to the learning community and to society is information literate and practices ethical behavior in regard to information and information technology.
Standard 9: The student who contributes to the learning community and to society is information literate and participates effectively in groups to pursue and generate information.

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**The California Model School Library Standards can be found at:**
http://www.cde.ca.gov/ci/cr/lb/schlibrarystds.asp