

LIBRARY/ RESOURCE CENTERS**A. General**

The Governing Board recognizes that school libraries support the educational program by providing access to a variety of informational and supplemental resources that can inspire a love of reading, stimulate thought, the exploration of ideas and intellectual exchanges, and contribute to 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, contain a broad spectrum of knowledge and viewpoints, accurately reflect and value society's diversity, and prepare students to become lifelong learners.

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, the 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.

B. 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

LIBRARY/ RESOURCE CENTERS

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.

C. 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, 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)

D. Selection and Evaluation of School Library Materials

1. Purpose

District libraries nurture intellectual growth: in libraries, students think, create, share, and grow their knowledge and interests as lifelong learners and readers. Libraries provide equitable access to a welcoming environment, diverse collections, and collaborative relationships with students, families, and staff.

2. Support for Intellectual Freedom

Intellectual freedom, one of the core values of the library profession, is the right of library users to seek and receive information from all points of view. Intellectual freedom promotes access to information and is guaranteed by the First Amendment.

District libraries are guided by the principles set forth in the Library Bill of Rights and its interpretative statements and The Students' Right to Read statement of the National Council of Teachers of English. See Board Policy 1312.2 for these documents.

3. Policy Objectives

- To build and strengthen a love of reading
- To provide instruction in literacy, information literacy, digital citizenship, and digital literacy to meet the needs of the students and faculty
- To provide faculty and students with materials that support and enrich the curriculum
- To provide students with a wide range of materials on all levels of difficulty and give students free choice in reading materials
- To provide a collection of high-quality, engaging, relevant, and varied library materials to foster reading motivation, literary appreciation, aesthetic values, and ethical standards
- To select materials that present many different points of view, giving students an opportunity to develop analytical skills resulting in informed decision-making

LIBRARY/ RESOURCE CENTERS

- To realistically depict our pluralistic society and reflect the contributions of its various racial, ethnic, religious, and cultural groups
- To select materials in a variety of formats, including digital materials (currently, e-books and audiobooks)

4. Responsibility for Selection

Library staff members with a Library Services Credential are authorized by the California Commission on Teacher Credentialing to select materials for the library collections, using the selection criteria in this document; they work with all library staff to make selection decisions. Library staff invites recommendations for library materials from students, staff, administrators, and community members as appropriate, with a focus on student learning needs and interests. All purchase lists will be reviewed and approved by the Coordinator of Instructional Media Services and Curriculum before purchase.

5. Selection Criteria

- Support and enrich the curriculum and/or individual students' learning needs and personal interests
- Exhibit a high degree of potential user appeal and interest, based on current circulation
- Fill the needs of the individual school, based on knowledge of special programs and/or populations at the school
- Earn favorable reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by professional personnel, primarily using:
 - Association for Library Service to Children (ALSC) Notable Children's Books
 - School Library Journal
 - Booklist (ALA)
 - We Need Diverse Books
 - Young Adult Library Services Association (YALSA) Best Books for Young Adults
- Meet high standards in literary, artistic, and aesthetic quality; technical aspects; and physical format
- Be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the range of students for whom the materials are selected
- Incorporate accurate and authentic factual content from authoritative sources
- Have a recent copyright date to provide up-to-date information
- Represent differing viewpoints on controversial issues
- Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures
- Demonstrate physical format, appearance, and durability suitable to their intended use
- Include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (including subscription databases and other online products, e-books, educational games, and other forms of emerging technologies)

LIBRARY/ RESOURCE CENTERS**6. Acquisitions Procedures**

- Library staff invites recommendations for acquisitions, evaluates available resources and curriculum needs and consults reputable, professionally prepared aids to selection, and other appropriate sources to learn about trends in publishing to support curriculum and students' interests. The actual resource will be examined if possible.
- Library staff shall use Policy Objectives and Selection Criteria above to determine decisions about selection of materials.
 - Library staff are legally and ethically responsible to provide access to resources with multiple perspectives for students' curricular and personal information needs.
 - See *Tinker v. Des Moines Independent Community School District* (1969), *Board of Education, Island Trees Union Free School District v. Pico* (1982), and the American Library Association's Library Bill of Rights.
- Library staff will work collaboratively to create purchase lists in online vendor platforms, then submit them for review to the Coordinator of the Instructional Media Center before purchase.
 - The Coordinator will consult with library staff when questions arise about any materials before purchase to determine approval or denial of the item(s)
- The Coordinator of the Instructional Media Center or designated staff will submit the list for purchase against funds already available from the site or the district and encumbered for this purpose
- Gifts and donations to the school library are accepted with the understanding that the decision for use and disposition of the materials and/or funds will be determined using the same selection criteria as use for purchased materials. Gifts and donations, like purchased resources, will be removed from the collection at the end of their useful life.
- Selection is an ongoing process that includes removing materials that are no longer used or needed, adding new materials, and replacing lost and worn materials that still have educational value. Library staff shall use Policy Objectives and Selection Criteria above to determine decisions about de-selection of materials.
- Library staff will conduct an inventory of the school library collection and equipment annually. The inventory will be used to determine library needs and funding, as well as guide de-selection and removal of materials no longer relevant to the students' needs.
- Library staff will develop a collection maintenance plan that includes systematic inspection of materials that would result in weeding outdated, damaged, or irrelevant materials from the collection. Library staff never removes books based solely on an author's or illustrator's views (for example, Theodore Seuss Geisel, J.K. Rowling, Jay Asher, etc.)
- Library staff with a Library Services Credential must ensure that the annual online school library evaluation for California schools is completed each year. This is a requirement under Education Code Section 18122.

7. Classroom Library Collections

LIBRARY/ RESOURCE CENTERS

Classroom collections are developed by individual teachers and are not part of the inventory of the site's library collection. See Board Policy 6161.11, Supplementary Instructional Materials.

8. Reconsideration of Library Materials

Any requests for reconsideration of library materials will be processed using Board Policy 1312.2, Complaints Concerning Instructional Materials.

9. Policy Revision

This policy shall be reviewed annually by the Coordinator of Instructional Media Services and Curriculum and revised as needed, particularly for new materials formats. No revision shall be undertaken while a formal challenge to a library resource is occurring. Any needed revisions shall occur after the final decision on the questioned material has been made.

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

F. 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.

G. Program Evaluation

LIBRARY/ RESOURCE CENTERS

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
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 submitted for reconsideration

H. State Required Library Evaluation

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)

State	Description
5 CCR 16040-16043	School libraries
5 CCR 80023-80023.2	Emergency permits; general requirements
5 CCR 80024.6	Emergency teacher librarian services permit
5 CCR 80026-80026.6	Emergency permits; Declaration of Need
5 CCR 80053-80053.1	Teacher librarian services credential
Ed. Code 1703	Coordination of district library services by county superintendent
Ed. Code 1770-1775	Provision of library services by county superintendent

LIBRARY/ RESOURCE CENTERS

State	Description
Ed. Code 18100-18203	School libraries
Ed. Code 18300-18571	Union high school district/unified school district library district
Ed. Code 19335-19336	Reading Initiative Program; recommended books
Ed. Code 220	Prohibition of discrimination
Ed. Code 242	Access to information about educational laws and policies regarding right to accurate and inclusive curriculum
Ed. Code 35021	Volunteer aides
Ed. Code 44868-44869	Qualifications and employment of library media teachers
Ed. Code 45340-45349	Instructional aides
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups
Ed. Code 51501	Nondiscriminatory subject matter
Ed. Code 60040-60052	Requirements for instructional materials

Management Resources**Description**

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

California Department of Education Publication

LIBRARY/ RESOURCE CENTERS**Management Resources****Description**

California Department of Education Publication	Looking at the School Library: An Evaluation Tool, 2003
California Department of Education Publication	Model School Library Standards for California Public Schools: K - 12, 2010
California Department of Education Publication	Recommended Literature: Kindergarten Through Grade Twelve
California School Library Association Publication	Standards and Guidelines for Strong School Libraries, 2004
Website	CSBA District and County Office of Education Legal Services
Website	American Association of School Libraries
Website	California Department of Education, School Libraries
Website	California School Library Association
Website	Department of Justice
Website	California Department of Education, Curriculum and Instruction Resources
Website	U.S. Department of Education, Office for Civil Rights

Cross Reference

Code	Description
0200	Goals For The School District
0400	Comprehensive Plans
0410	Nondiscrimination In District Programs And Activities
0420	School Plans/Site Councils
0440	District Technology Plan
0460	Local Control And Accountability Plan

LIBRARY/ RESOURCE CENTERS

Code	Description
1240	Volunteer Assistance
1260	Educational Foundation
1312.2	Complaints Concerning Instructional Materials
1312.2-E(1)	Complaints Concerning Instructional Materials
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1312.4-E(1)	Williams Uniform Complaint Procedures
1312.4-E(2)	Williams Uniform Complaint Procedures
1330.1	Joint Use Agreements
1340	Access To District Records
3260	Fees And Charges
3270	Sale And Disposal Of Books, Equipment And Supplies
3290	Gifts, Grants And Bequests
3311	Bids
4112.2	Certification
4113	Assignment
4131	Staff Development
4132	Publication Or Creation Of Materials
4222	Teacher Aides/Paraprofessionals
4231	Staff Development
4232	Publication Or Creation Of Materials
5125.2	Withholding Grades, Diploma Or Transcripts
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment

LIBRARY/ RESOURCE CENTERS

Code	Description
6011	Academic Standards
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6142.2	World Language Instruction
6142.6	Visual And Performing Arts Education
6142.91	Reading/Language Arts Instruction
6142.92	Mathematics Instruction
6142.94	History-Social Science Instruction
6143	Courses Of Study
6144	Controversial Issues
6154	Homework/Makeup Work
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6161.2	Damaged Or Lost Instructional Materials
6162.6	Use Of Copyrighted Materials
6163.4	Student Use Of Technology
6163.4-E(1)	Student Use Of Technology
7110	Facilities Master Plan