

# JMS Library Schedule

Library Monitoring Rubric – Section 2.1; Librarian Growth Rubric – Standard 13; School Library Guide – Section 3.7  
*The first three weeks in August and the last three weeks in May will be allotted for necessary library maintenance tasks including inventory (books and technology).*

Block/Time	Monday	Tuesday	Wednesday	Thursday	Friday
<b>7:00–7:30</b> Homeroom	<b>XL Period</b> Homeroom	<b>XL Period</b> Homeroom	<b>XL Period</b> Homeroom	<b>XL Period</b> Homeroom	<b>XL Period</b> Homeroom
<b>7:30– 7:50</b> (20 minutes)	(Spanish I) (20 minutes)	(Spanish I) (20 minutes)	(Spanish I) (20 minutes)	(Spanish I) (20 minutes)	(Spanish I) (20 minutes)
<b>7:50–8:55</b> 1 <sup>st</sup> Period (65 minutes)	Spanish I (65 minutes)	Spanish I (65 minutes)	Spanish I (65 minutes)	Spanish I (65 minutes)	Spanish I (65 minutes)
<b>8:59–10:04</b> 2 <sup>nd</sup> Period (65 minutes)	Open Library Time (65 minutes)	Open Library Time (65 minutes)	Open Library Time (65 minutes)	Open Library Time (65 minutes)	Library Admin (65 minutes)
<b>10:08–11:13</b> 3 <sup>rd</sup> Period (65 minutes)	Open Library Time (65 minutes)	Open Library Time (65 minutes)	Open Library Time (65 minutes)	Open Library Time (65 minutes)	Library Admin (65 minutes)
<b>11:17–12:52</b> 4 <sup>th</sup> Period (95 minutes)	Open Library Time (65 minutes) Lunch: 12:22–12:52 (30 minutes)	Open Library Time (65 minutes) Lunch: 12:22–12:52 (30 minutes)	Open Library Time (65 minutes) Lunch: 12:22–12:52 (30 minutes)	Open Library Time (65 minutes) Lunch: 12:22–12:52 (30 minutes)	Library Admin (65 minutes) Lunch: 12:22–12:52 (30 minutes)
<b>12:56–2:01</b> 5 <sup>th</sup> Period (65 minutes)	Planning Period (Spanish I)/Library Admin (65 minutes)	Planning Period (Spanish I)/Library Admin (65 minutes)	Planning Period (Spanish I)/Library Admin (65 minutes)	Planning Period (Spanish I)/Library Admin (65 minutes)	Planning Period (Spanish I)/Library Admin (65 minutes)
<b>2:05–3:10</b> 6 <sup>th</sup> Period (65 minutes)	Spanish I (65 minutes)	Spanish I (65 minutes)	Spanish I (65 minutes)	Spanish I (65 minutes)	Spanish I (65 minutes)
<b>3:10–3:30</b> (20 minutes)	Car Line Duty (20 minutes)	Car Line Duty (20 minutes)	Car Line Duty (20 minutes)	Car Line Duty (20 minutes)	Car Line Duty (20 minutes)
<i>Daily: 20 minutes daily spent during class changes – on duty by bathroom</i>			<b>3:30–4:00</b> Staff Meetings		

Open Library Time: 32.50%

Library Administration/Planning (Spanish I): 21.67%

Homeroom/Spanish I – (time the librarian spends in another capacity): 31.25%

Lunch: 6.25%

Duty Posts/Bus-Hall (time the librarian spends in another capacity): 8.33%

\*\*\*Percentages were calculated based on a 2,400 minute week period.\*\*\*

NOTE: Within reason, teachers may sign up to use the library during Library Administration time for their own lessons or to work collaboratively with the librarian. Certain areas of the library can be designated for small groups to use throughout the day.