

Instruction

Library Media Centers

The Board of Education recognizes that school library media centers 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 library media centers be stocked with up-to-date books, reference materials, and electronic information resources that promote literacy, support students in achieving academic standards, and encourage students to become lifelong learners.

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)

School Library Services

The District's school library services may include: (5 CCR 16040)

1. Library Instruction--Provide instruction to students that will enable them to become proficient users of library resources; and provide inservice training for teachers.
2. Curriculum Development--Provide information to teachers and administrators concerning sources and availability of instructional materials that will aid in the development of school curriculum; team with classroom teachers to develop units of instruction and activities using library resources in the instructional programs.
3. Materials Selection--Provide assistance to teachers and students in the evaluation, selection, production, and uses of instructional materials.
4. Access to Materials and Information Resources--Provide a collection of materials and resources that support the curriculum and are appropriate for user needs. Plan a functional system, procedures, and services for maximum utilization of resources.
5. Professional Development--Assist teachers, administrators, and other school staff members in becoming knowledgeable and current concerning appropriate uses of library media services, materials, and equipment.

Selection and Evaluation of School Library Materials

The Superintendent or designee shall develop procedures for the selection and evaluation of library materials.

School Library Plans

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.

Annual Report

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)

Complaints

Complaints concerning instructional materials shall be handled in accordance with law, Board policy, and administrative regulation.

Legal Reference:

EDUCATION CODE

220 Prohibition of discrimination

242 Access to information about educational laws and policies regarding right to accurate and inclusive curriculum

1703 Coordination of district library services by county superintendent

1770-1775 Provision of library services by county superintendent

18100-18203 School libraries

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

19335-19336 Reading Initiative Program; recommended books

35021 Volunteer aides

44868-44869 Qualifications and employment of library media teachers

45340-45349 Instructional aides

48907 Exercise of free expression; time, place and manner rules and regulations

48950 Speech and other communication

51204.5 Social sciences instruction; contributions of specified groups

51501 Nondiscriminatory subject matter

60040-60052 Requirements for instructional materials

CODE OF REGULATIONS, TITLE 5

16040-16043 School libraries

80023-80023.2 Emergency permits; general requirements

80024.6 Emergency teacher librarian services permit

80026-80026.6 Emergency permits; Declaration of Need

80053-80053.1 Teacher librarian services credential