

LIBRARY MEDIA GUIDANCE K-5

	District-Level	Building-Level
Instructional Time	<p>30-minute skills lessons without classroom educator present</p> <p>Follows GVC (scope and sequence, proficiency scales)</p> <p>Prep time for assessments and lesson planning (225 minutes/week)</p> <p>Checkout time – preference to have teachers present</p> <p>PLC meetings (50 minutes/week)</p>	<p>Rotation schedule</p> <p>Resources used and connections with classrooms</p> <p>Schedule</p> <p>15- or 20-minute checkout time; if needed, flexibility for teachers to utilize a portion of the time for personal or preparatory needs</p>
Administrative Time	<p>Collection management time</p> <ul style="list-style-type: none"> • Ordering • Processing • Maintaining Records • Weeding • Inventory • Book Repair <p>Budget Management</p> <p>Database Management</p> <p>Reports</p> <p>Devoted administrative time</p>	<p>Schedule of para support</p> <p>Schedule and amount of time dependent on school size, para time, and other duties</p>
Service Time	<p>Open library time</p> <p>Assist with beginning of the year iPad distribution with support from technology, coaches, and/or paras</p> <p>Assist with end of the year iPad collection with support from technology, coaches, and/or paras</p>	<p>Schedule, amount of time, and para support</p> <p>Service learner time and opportunities</p> <p>Personnel involved with building management of technology processes and devices</p>

The statements in this document are intended to provide guidance for daily procedures and practices in order to maintain order, efficiency, and continuity amongst our schools.

Understanding the Role

Instructional	Administrative	SERVICE
<p>Library Skills lessons</p> <ul style="list-style-type: none"> • 30-minute fixed class schedule • Lessons not attended by classroom teacher • Lesson content: Curriculum Map (pacing guide for instruction) developed by curriculum committee based on North Dakota Library Media Content Standards, inclusive of the Computer Science and Cybersecurity Standards <p>Instructional Prep time</p> <ul style="list-style-type: none"> • Lesson Planning • Learning checks • Classroom environment management <p>PLC Meetings</p>	<p>Collection Management</p> <p>Book Order</p> <ul style="list-style-type: none"> • Collection curation • Recommendations • Journal reviews • Submitting order <p>Processing</p> <ul style="list-style-type: none"> • Inventory of PO items • Importing or creating records • Reading acquired materials • Processing (labels, editing call numbers, book covers) • Promote, display, and shelve titles <p>Maintaining records Weeding Inventory Book repair</p> <p>Library Budget Management</p> <ul style="list-style-type: none"> • Submit and maintain records for purchase orders • Monitor spreadsheet balances with online budget • Spend within budget balances • Follow district protocol for budget coding • Management of per pupil allocations <p>Library Databases Management</p> <ul style="list-style-type: none"> • Library Media Specialist proficiency of database • Assist in the purchasing process • Instruct learners and staff on database usage • Provide user support <p>Reports</p> <ul style="list-style-type: none"> • Classroom checkout reports • Overdue books • Lost book reports • Statistics 	<p>Circulation of materials</p> <p>Library Materials</p> <ul style="list-style-type: none"> • Classroom checkout periods • Holds • Staff requests • Shelving materials <p>Technology materials</p> <ul style="list-style-type: none"> • Assist with re-distribution of K-5 iPads in the fall. • Assist with collection of all learner iPads in the spring. <p>Readers Advisory</p> <ul style="list-style-type: none"> • Recommendation of titles for learners and staff • Recommendations for curriculum connections <p>School service: <u>OPTIONAL</u> as directed per building</p> <ul style="list-style-type: none"> • Battle of the Books • Bookfairs • Makerspace management • Prep physical Breakout boxes • Breakout EDU online • Involvement in building management of technology processes and devices • STAR Champion • NDA+ Champion • Survey deployment

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