

**Instruction****LIBRARY/MEDIA CENTERS**

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.

**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

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8. Develop procedures for and management of the school and district libraries

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.

**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)

**Selection and Evaluation of School Library Materials**

Library materials shall include print and electronic resources that align with the curriculum and are accessible to students with varying cognitive and/or language needs.

Library materials shall be selected and evaluated through a process that invites recommendations from administrators, teachers, other staff, parents/guardians, and students as appropriate.

The use of any book or other resource in a school library shall not be rejected or prohibited by the Board or district on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243)

Library materials shall be continually evaluated in relation to evolving curricula, new formats of materials, new instructional methods, and the needs of students and teachers. Materials that contain outdated subject matter or are no longer appropriate shall be removed.

All gifts and donations of school library materials shall be subject to the same criteria as materials selected for purchase by the district.

Complaints regarding the appropriateness of library materials shall be addressed in accordance with Board Policy 1312.2 - Complaints Concerning Instructional Materials and Board Policy 1312.3 - Uniform Complaint Procedures, as applicable.

**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)

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

**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.

**Program Evaluation**

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 challenged

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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)

**Legal Reference:**

State

5 CCR 16040-16043

5 CCR 80023-80023.2

5 CCR 80024.6

5 CCR 80026-80026.6

5 CCR 80053-80053.1

Ed. Code 1703

Ed. Code 1770-1775

Ed. Code 18100-18203

Ed. Code 18300-18571

Ed. Code 19335-19336

Ed. Code 220

Ed. Code 242

Ed. Code 35021

Ed. Code 44868-44869

Ed. Code 45340-45349

Ed. Code 48907

Ed. Code 48950

Ed. Code 51204.5

Ed. Code 51501

Ed. Code 60040-60052

Management Resources

California Department of

Education Publication

California Department of

Education Publication

California Department of

Education Publication

California Department of

Education Publication

California School Library

Association Publication

Website

Website

Website

Website

Description

School libraries

Emergency permits; general requirements

Emergency teacher librarian services permit

Emergency permits; Declaration of Need

Teacher librarian services credential

Coordination of district library services by county superintendent

Provision of library services by county superintendent

School libraries

Union high school district/unified school district library district

Reading Initiative Program; recommended books

Prohibition of discrimination

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

Volunteer aides

Qualifications and employment of library media teachers

Instructional aides

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

Speech and other communication

Social sciences instruction; contributions of specified groups

Nondiscriminatory subject matter

Requirements for instructional materials

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

Looking at the School Library: An Evaluation Tool, 2003

Model School Library Standards for California Public Schools: K -  
12, 2010

Recommended Literature: Kindergarten Through Grade Twelve

Standards and Guidelines for Strong School Libraries, 2004

CSBA District and County Office of Education Legal Services

American Association of School Libraries

California Department of Education, School Libraries

California School Library Association

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|                  |                                                                          |
|------------------|--------------------------------------------------------------------------|
| Website          | Department of Justice                                                    |
| Website          | California Department of Education, Curriculum and Instruction Resources |
| Website          | U.S. Department of Education, Office for Civil Rights                    |
| Cross References |                                                                          |
| Code             | Description                                                              |
| 0200             | Goals For The School District                                            |
| 0400             | Comprehensive Plans                                                      |
| 0410             | Nondiscrimination In District Programs And Activities                    |
| 0420             | School Plans/Site Councils                                               |
| 0420             | School Plans/Site Councils                                               |
| 0440             | District Technology Plan                                                 |
| 0441             | Artificial Intelligence                                                  |
| 0460             | Local Control And Accountability Plan                                    |
| 0460             | Local Control And Accountability Plan                                    |
| 1240             | Volunteer Assistance                                                     |
| 1240             | Volunteer Assistance                                                     |
| 1260             | Educational Foundation                                                   |
| 1312.2           | Complaints Concerning Instructional Materials                            |
| 1312.2           | Complaints Concerning Instructional Materials                            |
| 1312.2-E(1)      | Complaints Concerning Instructional Materials                            |
| 1312.3           | Uniform Complaint Procedures                                             |
| 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                                               |
| 1340             | Access To District Records                                               |
| 3260             | Fees And Charges                                                         |
| 3260             | Fees And Charges                                                         |
| 3270             | Sale And Disposal Of Books, Equipment And Supplies                       |
| 3270             | Sale And Disposal Of Books, Equipment And Supplies                       |
| 3290             | Gifts, Grants And Bequests                                               |
| 3311             | Bids                                                                     |
| 3311             | Bids                                                                     |
| 4112.2           | Certification                                                            |
| 4112.2           | Certification                                                            |
| 4113             | Assignment                                                               |
| 4113             | Assignment                                                               |
| 4131             | Staff Development                                                        |
| 4132             | Publication Or Creation Of Materials                                     |
| 4222             | Teacher Aides/Paraprofessionals                                          |
| 4222             | Teacher Aides/Paraprofessionals                                          |
| 4231             | Staff Development                                                        |

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|             |                                                     |
|-------------|-----------------------------------------------------|
| 4232        | Publication Or Creation Of Materials                |
| 4331        | Staff Development                                   |
| 4332        | Publication Or Creation Of Materials                |
| 5125.2      | Withholding Grades, Diploma Or Transcripts          |
| 5145.3      | Nondiscrimination/Harassment                        |
| 5145.3      | Nondiscrimination/Harassment                        |
| 6011        | Academic Standards                                  |
| 6141        | Curriculum Development And Evaluation               |
| 6141        | Curriculum Development And Evaluation               |
| 6142.2      | World Language Instruction                          |
| 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                                    |
| 6143        | Courses Of Study                                    |
| 6144        | Controversial Issues                                |
| 6154        | Homework/Makeup Work                                |
| 6161.1      | Selection And Evaluation Of Instructional Materials |
| 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                        |
| 6162.6      | Use Of Copyrighted Materials                        |
| 6163.4      | Student Use Of Technology                           |
| 6163.4-E(1) | Student Use Of Technology                           |
| 7110        | Facilities Master Plan                              |