Library Media Centers

Adopted: 05/11/1967 | **Last Revised:** 05/05/2026 | **Last Reviewed**: 05/05/2026

The Board of Education 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, 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.

The Superintendent or designee may assign teacher librarians to perform the following duties in accordance with the authorizations of their credential:

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

The Board may also appoint classified employees to serve as library media assistants. Volunteers may assist with school library services in accordance with law, Board policy and rule.

Selection and Evaluation of School Library Materials

Library materials shall include but not limited to, print and electronic resources that align with the adopted 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.

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.

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 check out school library materials at no charge for use in the library and classrooms as well as out of school.

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

The district shall, on or before August 31 each year, report to the California Department of Education (CDE) on the condition of its school libraries for the preceding year ending June 30.

Policy Reference Disclaimer:
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Legal References:

STATE

CALIFORNIA CODE OF REGULATIONS

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

EDUCATION CODE

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
220 Prohibition of discrimination
242 Access to information about educational laws and policies regarding right to accurate and inclusive curriculum
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

MANAGEMENT RESOURCES

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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

CALIFORNIA SCHOOL LIBRARY ASSOCIATION PUBLICATION

Standards and Guidelines for Strong School Libraries, 2004

WEBSITES

CSBA District and County Office of Education Legal Services https://legalservices.csba.org/
American Association of School Libraries http://www.ala.org/aasl
California Department of Education, School Libraries http://www.cde.ca.gov/ci/cr/lb
California School Library Association http://www.csla.net/
Department of Justice https://oag.ca.gov/
California Department of Education, Curriculum and Instruction Resources http://www.cde.ca.gov/ci
U.S. Department of Education, Office for Civil Rights http://www2.ed.gov/ocr

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