

THE FIVE-YEAR PLAN FOR SCHOOL LIBRARIES 2025-2030

San Bernardino City Unified School District

- I. **Belief:** Information literacy—the ability to find and use information—is the keystone of lifelong learning. The school library program centers on creating a foundation for lifelong learning. The continuous growth of information availability makes a strong school library essential. Our focus is on helping users acquire the skills they need to harness and use information to lead productive, fulfilling lives.

Lifelong Learning			
Academic Achievement			
Ideas and Information related to:			
Curricular content, college and career development, and personal interest			
Access			
Hardware Support	Resources*	Space Support	Human Support
Cables Computers Copy Machine Document Camera DVD Printer and supplies LCD Projector Monitors Network Infrastructure Remote controls Repair and upgrade Tablets-iPads Touch Screen Monitors Video Conference Equipment	Audio Books /Apps Cloud access Distance Learning Access Electrical Upgrades Electronic databases E-Books Internet Service Internet Sites Library Furniture Maintenance Agreements Makerspace Material Print Collection Repair and upgrade Sch. library website School-wide network Security Systems Software Subscriptions	Central Library (Networked) Conference Rooms Individual study space Large group work Space Librarian Office Space Open space for comfortable, inviting atmosphere Planned space for technology use Small group workspace Space for collections Space for equipment Space for the library furniture Space for supplies Staff workspace Textbook storage	Credentialed Librarians Library Aide Library Clerk Microcomputer Specialist Student Assistants District Librarian Temporary support Personnel (such as student interns, substitutes, additional duty for Certificated and Classified staff, Resident Substitutes, Resource Teachers, Student Tutors) Textbook Clerk Volunteers Staff Development for: Library Staff School Staff

This graphic illustrates the foundational support needed for library users to access information and explore ideas.

*Supports instructional needs and current standards

- II. **Mission:** The library program's mission is to ensure that students, staff, and community members are effective finders and users of ideas and information and to promote reading for all stakeholders.

III. **Goals:**

A. Goal: Provide intellectual and physical access to materials in all formats.

1. Action step: Support automated library services for all District library sites.
2. Action step: Manage access to library collections through the site library process of barcoding and cataloging.
3. Action step: Provide extended learning time by opening libraries before, during lunch, and after school.
4. Action step: Provide students with home access to their school's library collection information and website databases.

B. Goal: Provide a carefully selected and systematically organized collection of diverse learning resources that represent a wide range of subjects, levels of difficulty, and formats.

1. Action step: It is suggested that each school budgets at least \$7.00 per ADA of the prior year's CBEDS' count for the library. School Site Councils may increase or decrease this amount according to school needs. This allotment may be supplemented by other funds such as LCAP and Title I, as determined by the SPSA. Schools which do not receive this funding will need to support the library from other budgets.
2. Action step: Supply yearly lists of reviewed and recommended books to be considered for new purchases by elementary school libraries that do not have certificated or full-time librarians.
3. Action step: Create a list of additional materials for students with special needs.

C. Goal: Develop and/or participate in activities designed to improve student achievement.

1. Action step: Provide student library orientation sessions.
2. Action step: Promote reading and basic literacy celebrations, events, and activities.
 - a. Examples of possible activities:
 - i. SBCUSD Reads
 - ii. Literacy Day
 - iii. Teen Read Week
 - iv. Banned Book Week
 - v. Read Across America Day
 - vi. National Reading Month
 - vii. World Book Day
 - viii. Reading motivation (Accelerated Reader, Reading Counts)
 - ix. Book clubs
 - x. Book fairs
 - xi. Read-a-thon challenge
 - xii. Battle of the Books
 - xiii. Book Tasting

- xiv. Poetry Slam
- xv. Presentations by authors

3. Action step: Promote the instruction of the [Model School Library Standards for California Public Schools](#) and [information literacy skills](#). (See appendix)
4. Action step: Collaborate with classroom teachers in planning, teaching, and assessing standards-based instruction that uses library resources.
5. Action step: Convene secondary librarians monthly to discuss ideas for standards-aligned programs, best practices, and concerns.
6. Action step: Provide an in-service to elementary library aides at least once a year on library practices and programs.
7. Action step: Promote and support SBCUSD Reads

D. Goal: Provide a systematic procedure for evaluating each site's library media collection and program.

1. Action step: Assess the needs of current Library Media Centers by using the State publication, [Looking at the School Library. An Evaluation Tool](#), the book, *Evaluating The School Library Media Center* by Nancy Everhart (1998), and other appropriate books or websites.
2. Action step: Analyze and review collections (including Alexandria library report on collection) to evaluate the balance of fiction and non-fiction, the recent publication dates, the representation and diversity, and other areas of need, etc.

E. Goal: Acquire information and material resources from outside the District's individual libraries and schools.

1. Action step: Explore reduced rates for District-wide use of specific database services.
2. Action step: Implement additional steps required to link library catalog access between District libraries.
3. Action step: Provide instruction in using a range of equipment for accessing local and remote information in any format.

F. Goal: Secondary librarians interact with elementary library staff to provide support and to strengthen elementary library programs.

1. Action step: Collect resources for all libraries, which will assist in:
 - a. Book selection (i.e. lists of award winning books, *Recommended Literature: Prekindergarten Through Grade Twelve*).
 - b. Evaluation (i.e. "[Looking at the School Library. An Evaluation Tool](#)" and [Model School Library Standards for California Public Schools](#))
 - c. Elementary Librarian Training (i.e., Collection development; book repair; award winners; Alexandria; best practices).

IV. Monitor: Annually monitor and evaluate progress toward the listed Goals and Action steps.

V. Revise: Annually examine the plan for new needs and revisions.

(See Appendix on next page.)

Appendix

Nine Information Literacy Standards for Student Learning

Information Literacy

Standard 1: The student who is information literate accesses information efficiently and effectively.

Standard 2: The student who is information literate evaluates information critically and competently.

Standard 3: The student who is information literate uses information accurately and creatively.

Independent Learning

Standard 4: The student who is an independent learner is information literate and pursues information related to personal interests.

Standard 5: The student who is an independent learner is information literate and appreciates literature and other creative expressions of information.

Standard 6: The student who is an independent learner is information literate and strives for excellence in information seeking and knowledge generation.

Social Responsibility

Standard 7: The student who contributes positively to the learning community and to society is information literate and recognizes the importance of information to a democratic society.

Standard 8: The student who contributes positively to the learning community and to society is information literate and practices ethical behavior in regard to information and information technology.

Standard 9: The student who contributes to the learning community and to society is information literate and participates effectively in groups to pursue and generate information.

[The California Model School Library Standards](#)

[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.