

LIBRARY MEDIA CENTERS

The Governing Board recognizes that school library media centers support the educational program by providing access to a variety of informational resources. The Board desires to provide library media centers with up-to-date books, reference materials, and electronic information resources necessary to promote literacy, support students in achieving academic standards, and encourage students to become lifelong learners.

School libraries shall be open for use by students and teachers during the school day.

Any school library open outside the school day, such as evenings and/or Saturdays, will be under the supervision of a certificated employee.

The district's school libraries may provide:

1. Library instruction to students that enables them to become proficient users of library resources.
2. Information to teachers and administrators concerning sources and availability of instructional materials that will aid in the development of school curriculum, and, in cooperation with classroom teachers, the development of instructional units and activities using library resources.
3. Assistance to teachers and students in the evaluation, selection, production, and uses of instructional materials.
4. A collection of materials and resources that support the curriculum and are appropriate for user needs.
5. Assistance to teachers, administrators, and other school staff members in becoming knowledgeable about appropriate uses of library media services, materials, and equipment.

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

Library Plans

Whenever a school receives state funding for school and library improvement, the school site council shall develop a single plan for student achievement which incorporates a district-wide plan for school libraries.

In developing the district-wide plan, the Superintendent or designee is encouraged to consult with school library media teachers, classroom teachers, administrators, parents/guardians, and students as appropriate in the development of the plan.

The district-wide library plan shall describe the district's vision and goals for the district's libraries and action steps including how funds will be distributed to school sites. As appropriate, the plan may also address staffing, facilities, selection and evaluation of materials, prioritization of needs, and other related matters.

Classroom Libraries for Grades K-4

When state funding is available for library materials in grades K-4 classrooms, the Superintendent or designee will develop, for certification by the Board, a district-wide classroom library plan grades K-4. The plan will include a means of preventing loss, damage, or destruction of the materials.

The district-wide plan for school libraries developed may fulfill this requirement provided the plan meets the criteria of Education Code 60242.

The Superintendent or designee is encouraged to consult with primary grade teachers and school and/or county office of education library media teachers in the development of the plan and to consider selections from the list of books recommended by the State Librarian.

Selection and Evaluation of School Library Materials

Responsibility for the selection of library materials is delegated to the professional library staff through the principal. School library staff shall evaluate materials, using professional selection aids and standards, in accordance with law, Board policy, and administrative regulation. The selection process shall invite recommendations from administrators, teachers, other staff, parents/guardians, and students as appropriate.

Library materials should 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 obsolete subject matter or are no longer appropriate shall be removed, and lost or worn materials may be replaced if possible.

Complaints regarding the appropriateness of library materials shall be addressed using the district's procedures for complaints regarding instructional materials.

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.

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

Students will be responsible for any lost or stolen materials, which they have checked out/borrowed. They will be charged the replacement cost for these materials.

Reports

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

Adopted: December 10, 2008