

Policy 6163.1: Library Media Centers

Status: DRAFT

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The Governing Board recognizes that school libraries support the educational program by providing access to a variety of informational and supplemental resources that can help ~~raise~~**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 ~~how the distribution of funds will be distributed 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
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 and selected~~ 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 ~~using the district's procedures for complaints regarding instructional materials~~ **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)

Students shall be encouraged to return library materials in a timely manner, but no charge shall be assessed 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:

Library Instruction

Teacher librarians and/or classroom teachers shall provide library instruction to develop 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.

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**

The district shall, on or before August 31 each year, report to the ~~CDE~~ **California Department of Education** on the condition of its school libraries for the preceding year ending June 30 (Education Code 18122)

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.

State References

Description

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
Ed. Code 1703	Coordination of district library services by county superintendent - https://simbli.eboardsolutions.com/SU/gqFAuVm0McLwcD6Kjplus6c6g==
Ed. Code 1770-1775	Provision of library services by county superintendent - https://simbli.eboardsolutions.com/SU/poJMIGj2X7503XbrxaEeeg==
Ed. Code 18100-18203	School libraries - https://simbli.eboardsolutions.com/SU/gEKFVCshY2uysLTMWE06ug==
Ed. Code 18300-18571	Union high school district/unified school district library district - https://simbli.eboardsolutions.com/SU/gqzBaNIEZd2AhLH3fcM5nQ==
Ed. Code 19335-19336	Reading Initiative Program; recommended books - https://simbli.eboardsolutions.com/SU/2gs8mplusJvKJDysplus52tPsdnQ==
Ed. Code 220	Prohibition of discrimination - https://simbli.eboardsolutions.com/SU/UuY0xi20LPENZCvpYu9MBA==
Ed. Code 242	Access to information about educational laws and policies regarding right to accurate and inclusive curriculum - https://simbli.eboardsolutions.com/SU/qvasflzlx0uHd0XoTnf4uw==
Ed. Code 35021	Volunteer aides - https://simbli.eboardsolutions.com/SU/phHEuKyz5zHWFslshD0UPLofg==

Ed. Code 44868-44869	Qualifications and employment of library media teachers - https://simbli.eboardsolutions.com/SU/ExuslshqmeslshmrL9IPMkfplus3Kbw==
Ed. Code 45340-45349	Instructional aides - https://simbli.eboardsolutions.com/SU/ZewEnmUlwNuv3WapgPmX5Q==
Ed. Code 48907	Exercise of free expression; time, place and manner rules and regulations - https://simbli.eboardsolutions.com/SU/KDSjnurLBlr2KdV5numJiQ==
Ed. Code 48950	Speech and other communication - https://simbli.eboardsolutions.com/SU/Q5itwgUPIoTFejGslshDadJ4g==
Ed. Code 51204.5	Social sciences instruction; contributions of specified groups - https://simbli.eboardsolutions.com/SU/oZPEg6h3Qnnndu4eQsmHFg==
Ed. Code 51501	Nondiscriminatory subject matter - https://simbli.eboardsolutions.com/SU/txGfKL89VkvCW7IFg8Etw==
Ed. Code 60040-60052	Requirements for instructional materials - https://simbli.eboardsolutions.com/SU/vqD4yC2hSBZ9a219bpluseiDA==

Management Resources References

	Description
California Department of Education Publication	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 - https://simbli.eboardsolutions.com/SU/RFRprwlPw1XebcpuCdetBA==
California Department of Education Publication	Looking at the School Library: An Evaluation Tool, 2003
California Department of Education Publication	Model School Library Standards for California Public Schools: K - 12, 2010 - https://simbli.eboardsolutions.com/SU/GrblQxblbiHyCEKVSAbT2A==
California Department of Education Publication	Recommended Literature: Kindergarten Through Grade Twelve
California School Library Association Publication	Standards and Guidelines for Strong School Libraries, 2004
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDsishXk6R5akQ==
Website	American Association of School Libraries - https://simbli.eboardsolutions.com/SU/fcbuXyJ1dU1klZBCaJ3SA==
Website	California Department of Education, School Libraries - https://simbli.eboardsolutions.com/SU/8trDsishQrplusqjkOfgWAjUCbQ==
Website	California School Library Association - https://simbli.eboardsolutions.com/SU/9FsuFcveK90e6rKzsEEW6A==
Website	Department of Justice - https://simbli.eboardsolutions.com/SU/kYMplusPKVwKTngiVfOT4AD8Q==
Website	California Department of Education, Curriculum and Instruction Resources - https://simbli.eboardsolutions.com/SU/rse1wvWcofD1nr0Z7Xplus7vw==
Website	U.S. Department of Education, Office for Civil Rights - https://simbli.eboardsolutions.com/SU/xmCPrTcoZle111WmbX10Vg==

Cross References

	Description
0200	Goals For The School District - https://simbli.eboardsolutions.com/SU/S05O5v6npwslsh2SIXKYX8ZbA==
0400	Comprehensive Plans - https://simbli.eboardsolutions.com/SU/5plusfKUn3aL8gJu7D0hZoQ9A==
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/FnDZ7yHITUVLmcPBwcYa4w==
0420	School Plans/Site Councils - https://simbli.eboardsolutions.com/SU/DyK0YaDQplusW63SpOOgvT99g==

0420	School Plans/Site Councils - https://simbli.eboardsolutions.com/SU/ELwFdqqM1dlmLodslshc59CTg==
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/ufpqEymurplusbMcY8BDBnRZQ==
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/hioD0waOOJiByYNFpisbsQ==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/GFehexM710iNOSlgGCECfA==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/HYyNz19R96ffslshgbgYsE3mQ==
1240	Volunteer Assistance - https://simbli.eboardsolutions.com/SU/s1kDPms91ZslshXvtuUxCKMdw==
1240	Volunteer Assistance - https://simbli.eboardsolutions.com/SU/KR2sg4KWAHgxai0qdzjyQA==
1260	Educational Foundation - https://simbli.eboardsolutions.com/SU/BI7pnNYOIV6kplusPeihCFnCG==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/fcYZUJMpV94bnD6gyGkJPw==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/a2ihWI4WdVbn5kGQOI4NAQ==
1312.2-E PDF(1)	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/OqEutday2RrzoLCZLslshl4Bg==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/CfApluscpXRIZplusOj2lmuhfqbaA==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/NaAoUplustL0gdMDg4YyrqkSQ==
1312.3-E PDF(1)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/CGtJ1bS0fJ2qqnQzzY5qbQ==
1312.3-E PDF(2)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/hYsgaF9LHjeplus4tInfVHZyg==
1312.4	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/4nKsf7OqCyf78FQ5NpVbbA==
1312.4-E(1)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/eOAbx9cOGmEpaxiV7sfqSw==
1330.1	Joint Use Agreements - https://simbli.eboardsolutions.com/SU/6vO5XmWvh6GiKCURp6C73w==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/ilradJh510f82Bjhbu4vRw==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/zrxxplusFTeTpg8XDnadUSa6Q==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/agzNpuVcRrXlukkOj2Vknw==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/uEYQslsh5qayTY8IPOQDYVxMQ==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/0XNogGb3Aq9xGo5Rc3KNhA==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/3slshLplusKN5UgMFLtsue2JJYA==
3290	Gifts, Grants And Bequests - https://simbli.eboardsolutions.com/SU/MOBohRIT3Zp4x73yQauMxA==

3311	Bids - https://simbli.eboardsolutions.com/SU/J4XkQpluspDuFoUxMKd4ZKyMA==
3311	Bids - https://simbli.eboardsolutions.com/SU/a4y4guyMC9pHn8Kcpluse1nWw==
4112.2	Certification - https://simbli.eboardsolutions.com/SU/pBrbutmrAaG9iACDiyMPYQ==
4112.2	Certification - https://simbli.eboardsolutions.com/SU/lkdbJZoslshdbW3M28chWarWg==
4113	Assignment - https://simbli.eboardsolutions.com/SU/ZyxvIQCPgyGBZT1naoqJg==
4113	Assignment - https://simbli.eboardsolutions.com/SU/nuJniXqwYV0Ds3WwJ7z8bg==
4131	Staff Development - https://simbli.eboardsolutions.com/SU/qM93MntQ08IXE19SqyYgzA==
4131	Staff Development - https://simbli.eboardsolutions.com/SU/xnIUHul4wamrtLwplu2OFxcA==
4132	Publication Or Creation Of Materials - https://simbli.eboardsolutions.com/SU/VX1uJOURagail2GYvSMeSA==
4222	Teacher Aides/Paraprofessionals - https://simbli.eboardsolutions.com/SU/slshlfuS9Z6FJTe213i0HbU5w==
4222	Teacher Aides/Paraprofessionals - https://simbli.eboardsolutions.com/SU/V2Lr6c5pKVSMpzLhyQbTTg==
4232	Publication Or Creation Of Materials - https://simbli.eboardsolutions.com/SU/Yp4u4dscwzwyshbEcomdYRQ==
4331	Staff Development - https://simbli.eboardsolutions.com/SU/mi31ZJfJZ6P6XlztQhGr3Q==
4331	Staff Development - https://simbli.eboardsolutions.com/SU/hqxZRIEbEWMHD9ZdRfApig==
4332	Publication Or Creation Of Materials - https://simbli.eboardsolutions.com/SU/8rxilAIWWhr7OsZfz1ZFYkg==
5125.2	Withholding Grades, Diploma Or Transcripts - https://simbli.eboardsolutions.com/SU/8fliZDslshTgEa3EslshyLjKO9ig==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/Xtm3uqHMol1KAP4CIBOS3g==
5145.3	Nondiscrimination/Harassment - https://simbli.eboardsolutions.com/SU/Rx7eYWCQJQxyhVGfnTMQBQ==
6011	Academic Standards - https://simbli.eboardsolutions.com/SU/JGwlj5Qt4sslshSu4aJhZ5XAQ==
6141	Curriculum Development And Evaluation - https://simbli.eboardsolutions.com/SU/61Y9cvRslshKoW6mmj04arBBA==
6141	Curriculum Development And Evaluation - https://simbli.eboardsolutions.com/SU/b3H6sslshVg4w5Fn8pgCBjCIA==
6142.6	Visual And Performing Arts Education - https://simbli.eboardsolutions.com/SU/N738O7slshud1ol7mrvlplusSOfw==
6142.91	Reading/Language Arts Instruction - https://simbli.eboardsolutions.com/SU/02VDBLywuyibp5MoyXyThA==
6142.92	Mathematics Instruction - https://simbli.eboardsolutions.com/SU/esLsyR41A2MV6HpWvUso8A==
6142.94	History-Social Science Instruction - https://simbli.eboardsolutions.com/SU/kOgxeL28LBIK6rQB9O3AdA==

6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/2rm43307PLCL6tPtEi0B1g==
6143	Courses Of Study - https://simbli.eboardsolutions.com/SU/QSMplusSNCxGfu1or4plus3KUx6A==
6144	Controversial Issues - https://simbli.eboardsolutions.com/SU/uJslsh5tSQtG3KAslshiBtacuigA==
6154	Homework/Makeup Work - https://simbli.eboardsolutions.com/SU/rqVGbOKdc8BSYbo9xVITAQ==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/GmQp0w7DhRvK1m3vP0cXFw==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/36O7l0MprlTMVXSH2aUCslshA==
6161.1-E PDF(1)	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/b9DR42M1EdCAnrzwKB7O8g==
6161.11	Supplementary Instructional Materials - https://simbli.eboardsolutions.com/SU/kWJW4zRMF1hY1pHypTRx0g==
6161.2	Damaged Or Lost Instructional Materials - https://simbli.eboardsolutions.com/SU/Dhq11DVtVpluswCAsBzXgW6ow==
6162.6	Use Of Copyrighted Materials - https://simbli.eboardsolutions.com/SU/3taLrSk14GgyZmdSblW6lw==
6162.6	Use Of Copyrighted Materials - https://simbli.eboardsolutions.com/SU/Ulrd8rtCbBXH4slshn2kgoeAw==
6163.4	Student Use Of Technology - https://simbli.eboardsolutions.com/SU/xwmncaskhLLu0j71v8uU3g==
6163.4-E PDF(1)	Student Use Of Technology - https://simbli.eboardsolutions.com/SU/6rv0ZAJZh6iRtwPPy2v3Bw==
7110	Facilities Master Plan - https://simbli.eboardsolutions.com/SU/GEoD0ula9zPbLuKplus3ePpYA==