

Instruction

LIBRARY/MEDIA CENTERS

The Board of Education recognizes that school library media centers play a vital role in education by providing access to a variety of informational resources. The Board desires to provide comprehensive library media centers with up-to-date books, reference materials, and electronic information resources necessary to support a high-quality educational program, promote literacy, and enable students to achieve academic standards and become lifelong learners.

(cf. 6161 - Equipment, Books, and Materials)

School libraries shall be open for use by students and teachers during the school day. (Education Code 18103)

The District's school libraries may provide: (5 CCR 16040)

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.

(cf. 4131 - Staff Development)

Districtwide School Library Plan

The Superintendent or designee shall develop a Districtwide School Library Plan for approval by the Board. (Education Code 18181)

Instruction

LIBRARY/MEDIA CENTERS (continued)

Whenever a school receives state funding for school and library improvement pursuant to Education Code 41570-41573, the School Site Council shall develop a Single Plan for Student Achievement which incorporates a Districtwide plan for school libraries. (Education Code 41572)

(cf. 0420 - School Plans/Site Councils)

The Districtwide School Library Plan shall describe the District's vision and goals for the District's libraries, progress toward previously established goals, and action steps including how the funds will be distributed. As appropriate, the Plan may also address staffing, facilities, selection procedures, and prioritization of needs or other related matters.

The Superintendent or designee is encouraged to consult with school library media teachers in the development of the Districtwide School Library Plan.

Individual school sites may develop site-level plans consistent with the Districtwide plan.

When state funding is available for library materials in Grades K-4 classrooms, the Superintendent or designee shall develop, for certification by the Board, a Districtwide Classroom Library Plan Grades K-4. This plan shall include a means of preventing loss, damage, or destruction of the materials. (Education Code 60242, 60422)

(cf. 6161.2 - Damaged or Lost Instructional Materials)

The Districtwide School Library Plan developed pursuant to Education Code 41572 may fulfill this requirement provided it 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 Districtwide School Library Plan and to consider selections from the list of books recommended by the State Librarian pursuant to Education Code 19336.

Selection and Evaluation of Library Materials

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

Instruction

LIBRARY/MEDIA CENTERS (continued)

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

(cf. 6144 - Controversial Issues)

Reports

Library materials should be continually reevaluated 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.

(cf. 3270 - Sale and Disposal of Books, Equipment, and Supplies)

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

(cf. 1312.2 – Public Criticism of Instructional Programs/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. (5 CCR 16042)

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. (Education Code 18122)

Legal Reference: (see next page)

Instruction

LIBRARY/MEDIA CENTERS (continued)

Legal Reference:

EDUCATION CODE

- 1703 Coordination of district library services by county superintendent
- 1770-1775 Provision of library services by county superintendent
- 18100-18203 School libraries
- 18111 Exclusion of books by governing board
- 19335-19336 Reading Initiative Program
- 41570-41573 School and Library Improvement Block Grant
- 44868-44869 Qualifications and employment of library media teachers
- 45340-45349 Instructional aides
- 60119 Sufficiency of textbooks and instructional materials; public hearings
- 60240-60251.5 State Instructional Materials Fund, purchase of classroom library materials
- 60420-60424 Instructional Materials Funding Realignment Program

REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS

- 18181 Districtwide library plan
- 52012 Establishment of school site council
- 52014-52015 School plans

CODE OF REGULATIONS, TITLE 5

- 16040-16043 School libraries
- 80053 Library media service teaching credential

UNITED STATES CODE, TITLE 20

- 6383 Improving Literacy Through School Libraries grant program

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Check It Out! Assessing School Library Media Programs, 1998

Recommended Literature: Kindergarten Through Grade Twelve

CALIFORNIA SCHOOL LIBRARY ASSOCIATION PUBLICATIONS

Standards and Guidelines for Strong School Libraries, 2004

WEB SITES

American Library Association: <http://www.ala.org>

American Association of School Librarians: <http://www.ala.org/aasi>

California Department of Education, School Libraries: <http://www.cde.ca.gov/ci/cr/lb>

California Library Association: <http://www.cla-net.org>

California School Library Association: <http://www.schoollibrary.org>

Policy

Adopted: 11/13/90

Revised: 11/18/03

Revised: 11/15/05

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

Chula Vista, California