

School Library Programs

The Governing Board recognizes that school libraries support the educational program by providing access to and instruction in a variety of information resources. The District shall provide school libraries with up-to-date books, reference materials, and electronic information resources necessary to promote literacy, support students in achieving academic standards and prepare students to become lifelong learners.

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

Any school library open outside the school day, such as evenings and/or Saturdays, shall be under the supervision of a certificated employee. (Education Code 18103)

The District's school library programs shall provide:

1. Library instruction in the ethical, legal and safe use of information so that students will learn to:
 - access information by applying knowledge of the organization of libraries, print materials, digital media, and other sources;
 - evaluate and analyze information to determine appropriateness in addressing the scope of inquiry;
 - organize, synthesize, create and communicate information;
 - integrate information literacy skills into all areas of learning and to pursue information independently to become life-long learners
2. Teacher librarian collaboration with classroom teachers to create and teach lessons supporting all curricular standards using the resources of the library and beyond.
3. A collection of current print and electronic resources adequate and appropriate for user needs that support all curricular areas and personal interests.
4. Assistance to classroom teachers, administrators and school community members in becoming knowledgeable about effective, ethical, legal and safe uses of library media services, materials and equipment.

Library Plans

The District shall develop a Districtwide plan for school libraries. In developing the Districtwide plan, the Superintendent or designee shall consult with teacher librarians, classroom teachers, administrators, parents/guardians and students as appropriate.

The Districtwide 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 shall also address staffing, professional development for administrators, teacher librarians, classroom teachers and classified staff, facilities, selection and evaluation of materials, prioritization of needs and other related matters.

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 that incorporates the Districtwide plan for school libraries. (Education Code 41572) The Districtwide plan for school libraries developed pursuant to Education Code 41572 may fulfill this requirement provided the plan meets the criteria of Education Code 60242.

Selection and Evaluation of School Library Materials

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

Responsibility for the selection of library materials is delegated to the professional library staff through the principal. Teacher librarians 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, parent/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 matter or are no longer appropriate shall be removed. 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 in accordance with Board Policy 1312.2.

Fines and Charges

Opportunity shall be afforded pupils to borrow school library materials at no charge for use in the library and classrooms as well as out of school. Reasonable fines or penalties may be assigned for the late return of library materials. Procedures for establishing and processing library fines and penalties shall be determined in Administrative Regulations. (5 CCR 16042)

Students may be charged if the materials are damaged or lost. A student's grades, diploma or transcripts may be withheld until the student returns the material or pays for the lost or damaged materials. (Education Code 18121)

Legal Reference:

EDUCATION CODE

18100-18203 School libraries
18300-18571 Union high school district/unified school district library district
19335-19336 Reading Initiative Program; recommended books
41570-41573 School and Library Improvement Block Grant
44868-44869 Qualifications and employment of library media teachers
CODE OF REGULATIONS, TITLE 5
16040-16043 School libraries
80053 Library media service teaching credential

Effective:

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LONG BEACH UNIFIED SCHOOL DISTRICT