

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 6000

Instruction

BP 6163.1(a)

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## Library Media Centers

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 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, prepare students to become lifelong learners, and develop a love of reading.

*(cf. 0440 - District Technology Plan)*  
*(cf. 6011 - Academic Standards)*  
*(cf. 6163.4 - Student Use of Technology)*  
*(cf. 7110 - Facilities Master Plan)*

The Superintendent or designee may, in consultation with school 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 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.

*(cf. 0200 - Goals for the School District)*  
*(cf. 0400 - Comprehensive Plans)*  
*(cf. 0420 - School Plans/Site Council)*  
*(cf. 0460 - Local Control and Accountability Plan)*  
*(cf. 5125.2 - Withholding Grade, Diploma or Transcripts)*  
*(cf. 6161.2 - Damaged or Lost Instructional Materials)*

## Hours of Operation

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

## Selection and Evaluation of Library Materials

Library materials shall include print and electronic resources that align with the curriculum and are accessible to students with varying cognitive or language needs.

Library materials shall be evaluated and selected through a process that invites recommendations from administrators, teachers, other staff, parents/guardians and students as appropriate.

*(cf. 6144 - Controversial Issues)*  
*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*  
*(cf. 6161.11 - Supplementary Instructional Materials)*

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

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contain outdated subject matter or are no longer appropriate shall be removed.

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

All gifts and donations of school library materials shall be subject to the same criteria as materials selected for purchase by the district.

*(cf. 1260 – Educational Foundation)*  
*(cf. 3290 – Gifts, Grants and Bequests)*

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

*(cf. 1312.2 - Complaints Concerning 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. (5 CCR 16042)

*(cf. 3260 - Fees and Charges)*

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

## Library Instruction

School 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

School 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.

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*(cf. 4131/4231/4331 - Staff Development)*

## Program Evaluation

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

### Legal Reference:

#### *EDUCATION CODE*

1703 Coordination of district library services by county superintendent  
1770-1775 Provision of library services by county superintendent  
18100-18103 School libraries, establishment and maintenance  
18300-18571 Union high school district/unified school district library district  
19335-19336 Recommended books, Reading Initiative Program  
44868-44869 Qualifications and employment of library media teachers  
45340-45349 Instructional aides

#### *CODE OF REGULATIONS, TITLE 5*

16040-16043 School libraries  
80023-80023.2 Emergency permits, general requirements  
80024.6 Emergency teacher librarian services permit  
80026-80026.6 Emergency permits  
80053-80053.1 Teacher librarian services credential  
80053 Library media service teaching credential

### Management Resources:

#### *CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS*

Examples of Model School Library Standards for California Public Schools Supporting Common Core State Standards (CCSS) for English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects, rev. February 2012

Model School Library Standards for California Public Schools: Kindergarten Through Grade Twelve, 2010 (includes standards for student instruction as well as program standards)

Looking at the School Library: An Evaluation Tool, 2003

Recommended Literature: Kindergarten Through Grade Twelve

#### *CALIFORNIA SCHOOL LIBRARY ASSOCIATION PUBLICATIONS*

Standards and Guidelines for Strong School Libraries, 2004

#### *WEB SITES*

CDE, School Libraries: <http://www.cde.ca.gov/ci/cr/lb>

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

California School Library Association: <http://www.csla.net>

Adopted: 4-26-78

Amended: 4-14-82, 6-19-84, 9-17-02, 8-24-04, 11-18-05, 11-15-11, 4-13, 9-16-14