

**REVISED BOARD POLICY  
MBUSD**

**BP 6163.1(a)**

**INSTRUCTION**

**LIBRARY MEDIA CENTERS**

~~Cautionary Notice: As added and amended by SBX3-4 (Ch. 12, Third Extraordinary Session, Statutes of 2009), ABX4-2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), and SB-70 (Ch. 7, Statutes of 2011), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs. The Manhattan Beach USD has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-09 through 2014-15 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.~~

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

(cf. 0440 - District Technology Plan)  
(*cf. 1330.1 – Joint Use Agreements*)  
(cf. 6011 - Academic Standards)  
(~~cf. 6161 – Equipment, Books and Materials~~)  
(cf. 6163.4 - Student Use of Technology)  
(cf. 7110 - Facilities Master Plan)

*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 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.*

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

~~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 weekends. 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)~~

#### Staffing

To staff school libraries, the Board may appoint *district may employee* one or more teacher librarians who possess an appropriate credential issued by the Commission on Teacher Credentialing. (Education Code 18120, 44868; **CCR 80024.6, 80853**)

(cf. 4112.2 - Certification)  
(cf. 4113 - Assignment)

~~Any teacher librarian employed by the district shall be authorized to perform the following duties~~ ***The Superintendent or designee may assign teacher librarians to perform the following duties in accordance with the authorizations of their credential:***

- 1. Instruct students in the choice and use of library materials and technology 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***

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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.

(cf. 1240 - Volunteer Assistance)

(cf. 4222 - Teachers' Aides/Paraprofessionals)

#### 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)*

#### Library Plan

~~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)~~

~~In developing the districtwide plan, the Superintendent or designee is encouraged to 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 district~~

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~~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, prioritization of needs, and other related matters.~~

~~(cf. 0000—Vision)~~

~~(cf. 0200—Goals for the School District)~~

#### Classroom Libraries for Grades K-4

~~When state funding is available for classroom library materials in grades K-4, the Superintendent or designee shall develop, for certification by the Board, a districtwide classroom library plan for grades K-4. The 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 library plan developed pursuant to Education Code 41572 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 teacher librarians employed by the district and/or county office of education in the development of the plan to consider selections from the list of books recommended by the State Librarian pursuant to Education Code 19336.~~

#### 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 or language needs.

~~Teacher librarians and/or library media specialists shall evaluate and select materials in accordance with law, Board policy, and administrative regulation and shall use professional selection aids and standards. The selection~~ ***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 should be continually evaluated in relation to evolving curricula, new

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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, ~~and lost or worn materials may be replaced.~~

(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)~~

~~(cf. 5125.2 – Withholding Grades, Diploma or Transcripts)~~

Library Instruction

Teacher librarians, library media specialists, 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

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4. Integrate information literacy skills into all areas of learning and pursue information independently to become life-long learners

Teacher librarians and library media specialists 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.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 6141 - Curriculum Development and Evaluation)

**Reports**

~~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)~~

**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, 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***

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*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*

*The district shall, on or before August 31 each year, report to the California Department of Education (CDE) 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

18100-18203 School libraries

18300-18571 Union high school district/unified school district library district

19335-19336 Reading Initiative Program; recommended books

**35021 Volunteer aides**

~~41570-41573 School and Library Improvement Block Grant~~

~~42605 Tier 3 categorical flexibility~~

44868-44869 Qualifications and employment of library media teachers

45340-45349 Instructional aides

~~60119 Sufficiency of textbooks and instructional materials; public hearing~~

~~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

**80023-80023.2 Emergency permits, general requirements**

**8004.6 Emergency teacher librarian services permit**

**80026-80026.6 Emergency permits**

~~80053-80053.1 Library media service teaching~~ **Teacher librarian services** credential

UNITED STATES CODE, TITLE 20

~~6383 Improving Literacy Through School Libraries grant program~~

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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~~School Library Program Standards, September 2010~~

~~School Library Standards for Students, September 2010~~

~~Check It Out! Assessing School Library Media Programs, 1998~~

***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

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

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.csla.net>

Policy      MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

adopted: September 5, 2007 Manhattan Beach, CA

revised: February 1, 2012

revised: