

**DRAFT 8/3/2016**

## **OAKLAND UNIFIED SCHOOL DISTRICT**

### **Board Policy**

BP 6163.1

#### **Instruction**

##### School Library Innovation & Technology (LIT) Centers

The Governing Board recognizes research that affirms professionally staffed School Library Innovation and Technology (LIT) centers raises the academic achievement of all students. The Board supports LIT centers in each and every district school as a safe, transformative space for the entire school and community—a learning commons where students, staff and families are supported to build literacy and pursue independent learning goals. The Board supports professional school librarians, and provides for compatibility and equity of resources among school site LIT centers: relevant and current books, instructional materials, digital information/media, technology and maker spaces that promote critical literacy, academic standards, and support students to direct their own learning as lifelong learners.

(cf. 0440 - District Technology Plan)

(cf. 6011 - Academic Standards)

(cf. 6161 - Equipment, Books and Materials)

(cf. 6163.4 - Student Use of Technology)

##### School Library Innovation and Technology (LIT) Center Plan

The Superintendent or designee shall, in consultation with the District Librarian and/or technology leader, teacher librarians, classroom teachers, administrators, parents/guardians, community members 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 will also address minimum and best practice standards for access, staffing, facilities, selection and evaluation of materials including technology and makerspace elements, key improvement priorities, strategies and action steps,

evaluation of progress towards goals and other, such as the development and maintenance of classroom libraries and prevention of loss or damage of library materials. The Superintendent or designee shall ensure that the library plan is aligned with the district's local control and accountability plan, Measure G parcel tax guidelines and other district and school plans. Individual school sites will develop site-level plans for LIT Centers within their SPSAs, consistent with the district-wide plan.

(Education Code 18181, 18180-18184)

### Staffing

Recognizing that professional library staffing increases academic achievement levels for students, the Board supports professional staffing along with the resources necessary in each and every district school.

The Board supports professional teacher-librarians, under the direction of the Superintendent or designee, to perform the following duties:

1. Highlight programming for free and independent reading, the primary way to build/accelerate student's literacy skills;
2. Instruct students in accessing, evaluating, using, and integrating information and resources in the library program and/or provide instruction in information literacy, digital literacy, global digital citizenship, and acceptable use of technology policy.
3. Plan, coordinate and supervise school library programs through collaboration with teachers and partnerships with community organizations, families and networks.
4. Select current, culturally-relevant materials for school and district libraries library collections
5. Provide a safe haven for creative activities, provide access and programming for recreational and makerspace activities
6. Inform 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. Assist teachers and students in the evaluation, selection, production and uses of instructional materials;
7. Develop resources and programming for college and career readiness.
8. Develop policies and procedures for and management of the school and district libraries.

9. Participate in and provide a leadership role in the school by providing ongoing professional development through monthly district led meetings, attendance at Bay Area, state and national level interest groups and conferences.

The Board supports employees to serve as library technicians and supports the role of volunteers in assisting with school library services under the direction of professional on-site staff.

### Hours of Operation

School libraries shall be open for use by students and teachers during the school day, with recognition that lunchtime and “beyond the bell” hours are key to a quality library program that provide access to families and students. (Education Code [18103](#))

A school library may be open at other hours outside the school day, including after school, evenings and Saturdays. Any library open to serve students during evening and Saturday hours shall be under the supervision of professional library staff who consents to the assignment. (Education Code [18103](#))

### Selection and Evaluation of Library Materials

Responsibility for the selection of library materials, digital resources, is delegated to the professional library staff. Teacher librarians shall select and evaluate materials, including donated materials, in accordance with law, district Collection Development Plan, 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, District Tech leaders and students as appropriate.

(cf. 6144 - Controversial Issues)

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

(cf. 6161.11 - Supplementary Instructional Materials)

School LIT Center materials are continually reevaluated in alignment with the district Collection Development Plan 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 should be replaced or repaired.

(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 library and 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. There are no fees for overdue materials, and the maximum amount of fines for students for lost materials is \$20.00 (5 CCR 16042)

(cf. 3260 - Fees and Charges)

### Reports

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:

#### EDUCATION CODE

1703 Coordination of district library services by county superintendent

1770-1775 Provision of library services by county superintendent

18010-20091 Libraries, especially:

18100-18103 School libraries, establishment and maintenance

18111 Exclusion of books by governing board

18120 Librarians

18122 Report on conditions of libraries

18130-18139 Contract with county or city library

18180-18184 California Public School Library Act of 1998

18202-18203 Business Organizations and Opportunities for Kids Fund

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

19336 Recommended books, Reading Initiative Program

44868 Qualifications of librarians

45340-45349 Instructional aides

60240-60251.5 State Instructional Materials Fund, including purchase of classroom library materials

60420-60424 Instructional Materials Funding Realignment Program

#### CODE OF REGULATIONS, TITLE 5

16040-16043 School libraries

80053 Library media service teaching credential

Management Resources: CALIFORNIA DEPARTMENT OF EDUCATION  
PUBLICATIONS

Check It Out! Assessing School Library Media Programs, 1998

Recommended Literature: Kindergarten Through Grade Twelve

WEB SITES

CDE, School Libraries: <http://www.cde.ca.gov/library>

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

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

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

California School Library Association: <http://www.schoollibrary.org> 7/14/04

[AASL website](#)

[School board calendar Submission Calendar](#)

<http://www.cde.ca.gov/ci/cr/lb/schlsurvwelcompag.e.as>

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