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# Memo

**To** Board of Education

**From** David Chambliss, Deputy Chief, Teaching & Learning

**Board Meeting Date** March 22, 2017

**Subject** Revised Board Policy 6163.1 -- School Library Information and Technology (LIT) Centers

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**Action Requested** Adoption by the Board of Education of revision to Board Policy 6163.1

**Background** Staff is recommending changes in Board Policy 6163.1 to support the development of School Library Information and Technology Centers in OUSD schools.

**Discussion** The following changes are being recommended to Board Policy 6163.1:  
BP 6163.1 is being revised to update board policy in order to support the development of School Library Information and Technology Centers in OUSD schools. Standards of a quality library, staffing needs, “access” guidance, essential resources and materials, and funding requirements have all changed significantly since the OUSD Library Policy was last approved. The Board Policy needs to be updated to reflect these changes and to support the planning and collaboration with key stakeholders necessary to build and maintain libraries in OUSD schools that prepare OUSD students to be college, career, and community ready.

**Recommendation** Adoption by the Board of Education of modifications to Board Policy 6163.1

**Fiscal Impact** To be determined as a result of budget prioritization

**Attachments**

- Revision of Board Policy 6163.1

## **OAKLAND UNIFIED SCHOOL DISTRICT**

### **Board Policy**

10/17/16

BP 6163.1

### **Instruction**

#### **School Library Information and Technology (LIT) Centers**

The Governing Board recognizes that School Library Information and Technology (LIT) Centers are a fundamental literacy and academic support system, essential to a quality education at every level. The LIT Center serves as a school's "learning commons"—a collective space where students, teachers, parents and the school community have access to a credentialed teacher librarian who can build a culture of reading in the school, provide subject area expertise, teach information literacy, curate and maintain quality print and digital resources, collaborate with classroom teachers in co-designing cross curricular instruction, and support the robust learning objectives of the Common Core State Standards. The LIT Center is a safe space where students are supported to direct their own learning, build their literacy, research and media/tech skills, explore their passions, and expand what they can imagine for their futures. Maintaining quality school LIT Centers is a key, research-based strategy for accelerating the achievement of all Oakland students, and empowering students to thrive in colleges, careers, and their communities.

The Governing Board supports the development of LIT Centers in every district school, each headed by a professional teacher librarian **or a librarian with a Masters in Library and Information Science (MLIS)** with a wide range of library resources, including high quality and current books, reference materials, and digital information and technology.

(cf. 0440 - District Technology Plan)

(cf. 6011 - Academic Standards)

(cf. 6161 - Equipment, Books and Materials)

(cf. 6163.4 - Student Use of Technology)

#### **School Library Information and Technology (LIT) Center Plan**

The Superintendent or designee shall develop and regularly update a Board approved district-wide plan to provide a professionally staffed LIT Center in every district school - elementary, middle and high school. The plan will delineate:

- the district's goals for implementation;
- a sustainable funding source;
- how funds will be distributed to support the plan; and
- evaluation components to be used on an annual basis.

The plan will include minimum and best practice standards for staffing, access, resources, and

facilities and will involve ongoing evaluation of progress towards goals and identification of key areas for improvement.

(CDE Model School Library Standards for California Public School, 2010)

The Superintendent or designee shall ensure that the school library plan is aligned with the district's Local Control and Accountability Plan (LCAP), Single Plan for Student Achievement (SPSA), the District Technology Plan, and other district and school plans.

(cf. 0440 - District Technology Plan)  
(Education Code 18181, 18180--18184)

The ~~Superintendent or designee~~ **Governing Board** shall, on or before August 31st of each year, report on the condition of all district school libraries to the California Department of Education (CDE) for the year ending June 30th preceding.

(Education Code 18122)

## **Staffing**

Recognizing that professional library staffing increases academic achievement levels for all students, the Governing Board supports innovative pathways and partnerships to staff school libraries and develop teacher-librarians.

The Governing Board supports the goal of credentialed teacher librarians-- **or MLIS librarians** at every school library in the district, under the direction of the Site principal and in collaboration with the District Library Manager with access to all the resources necessary to manage a quality library program. Library Technicians, Clerks and volunteers assisting with school library services will work under the direction of professional on-site staff.

## **Access**

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 providing meaningful access to quality library programs for all families and students.

District-wide online access to library resources shall be available to students and staff 24/7. Web portals for each school's library are curated by the Teacher -Librarian **or MLIS librarian** and **are** prominently available on each school's website.

A school library may be open at other hours outside the school day, including before and after school, evenings and Saturdays. Any library open to serve students during evening and Saturday hours shall be under the supervision of certificated personnel who consents to the assignment and is appropriately compensated as determined by the Governing Board.

(Education Code 18103)

## **Resources**

The Governing Board recognizes the need for the Superintendent or designee to earmark sufficient funds every year for collection development at each site and for renewal of online educational databases, with input from the District Library Manager, and in conjunction with Oakland Public Library and other public resources.

### **Selection and Evaluation of Library Materials**

Responsibility for the selection of library materials and digital resources is delegated to the professional library staff. The teacher librarians or MLIS librarian shall select and evaluate new and donated materials in diverse languages, in accordance with the district's Collection Development Plan, Board policy and administrative regulation, and by 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 Instruction)

### **District Collection Development Plan**

School LIT Center materials shall be regularly reevaluated to ensure alignment with the district's Collection Development Plan and 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 worn or lost materials should be repaired or replaced.

(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 and Fines**

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. The maximum amount of fines for students for lost or damaged materials is the current market price of one hardback book a year. (5 CCR 16042)

(cf. 3260 - Fees and Charges)

### **Facilities**

The Governing Board recognizes that well-appointed facilities for library programs are an essential part of delivering quality library services. It is the responsibility of the Superintendent or designee to identify the need for a modern school LIT Center as part of any new building design or renovation of existing spaces that the district undertakes.

## **California School Library Standards**

[CDE Model School Library Standards for California Public School 2010](#)

[CDE Model School Library Standards Supporting Common Core 2012](#)

## **Legal References:**

### **EDUCATION CODE**

[1703 Coordination of district library services by county superintendent](#)

[1770-1775 Provision of library services by county superintendent](#)

[18010-20091 Libraries, especially:](#)

[18100-18203 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](#)

[18202-18203 California Classroom Materials Act of 1999](#)

[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](#)

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

[16040-16043 School libraries](#)

[80053-Services Credential Authorizing Service as a Teacher Librarian](#)

<http://www.cde.ca.gov/ci/cr>

## **Management Resources**

[Collection Development Plan](#)

## **Research on Library Effectiveness**

[Certified Teacher-Librarians, Library Quality and Student Achievement in Washington State Public Schools, 2015](#)

[Implementing the Common Core State Standards-The Role of the School Librarian 2013](#)

[School Librarians Continue to Help Students Achieve Standards: The Third Colorado Study \(2010\)](#)

[Data Crunching Proved This School Library Program Program was Crucial by Stacy Lickteig and Jo O'Garro, 2016](#)

[The Impact of New York's School Libraries on Student Achievement and Motivation: Phase I, 2009](#)

[HAVES, HALVES, AND HAVE-NOTS: SCHOOL LIBRARIES AND STUDENT ACHIEVEMENT IN CALIFORNIA by Douglas L. Achterman, 2008](#)

**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>