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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 reference materials and electronic information resources that promote literacy, support 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. 6163.4 - Student Use of Technology)*  
*(cf. 7110 – Facilities Master Plan)*

### **Staffing**

To staff school libraries, the district may employ one or more teacher librarians who possess appropriate credentials issued by the Commission on Teacher Credentialing. (Education Code 18120, 44868; 5 CCR 80024.6, 80053)

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

The Superintendent or designee may assign teacher librarians to perform the following duties in accordance with the authorizations of their credential: (5 CCR 80053, 80053.1)

1. Instruct students in 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
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)



**Chico Unified School District**  
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### **Selection and Evaluation of School Library 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 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)*

No charge shall be assessed for the late return of materials. A charge may be assessed for lost or damaged materials.

*(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)*

### **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)

### **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*  
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*

### **Management Resources:**

*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS*  
*Examples of Model School Library Standards for California Public Schools Supporting Common Core State*

Policy Adopted: 05/03/07; 11/16/11; 07/17/13; 08/20/14



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*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 Association of School Libraries: <http://www.ala.org/aasl>*

*California Department of Education, School Libraries: <http://www.cde.ca.gov/ci/cr/lb>*

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