



Chico Unified School District

1163 East Seventh Street, Chico, CA 95928-5999
(530) 891-3000

Board Policy:

#6163.1

Section: 6000

Instruction

Page 1 of 5

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, contain a spectrum of knowledge and viewpoints, reflect society's diversity, and prepare students to become lifelong learners.

The Superintendent or designee may, in consultation with teacher librarians, classroom teachers, administrators, parents/guardians, and as appropriate, students, develop and regularly update a plan for school libraries that describes the district's goals for school libraries.

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)

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 libraries
4. Develop and deliver staff development programs for school library services
5. Coordinate or supervise library programs
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 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.

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 School Library Materials



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1163 East Seventh Street, Chico, CA 95928-5999
(530) 891-3000

Board Policy:

#6163.1

Section: 6000

Instruction

Page 2 of 5

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

The use of any book or other resource in a school library shall not be rejected or prohibited by the Board or district on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243)

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.

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

Complaints regarding the appropriateness of library materials shall be addressed using the district's procedures as specified in the accompanying Administrative Regulation.

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)

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

Library Instruction

Teacher librarians and/or classroom teachers may provide library instruction to support the development of students' information literacy skills. Such instruction shall be aligned with the 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

Teacher 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.

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)



Chico Unified School District

1163 East Seventh Street, Chico, CA 95928-5999
(530) 891-3000

Board Policy:

#6163.1

Section: 6000

Instruction

Page 3 of 5

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 16040-16043	<u>School libraries</u>
5 CCR 80023-80023.2	<u>Emergency permits; general requirements</u>
5 CCR 80024.6	<u>Emergency teacher librarian services permit</u>
5 CCR 80026-80026.6	<u>Emergency permits; Declaration of Need</u>
5 CCR 80053-80053.1	<u>Teacher librarian services credential</u>
Ed. Code 1703	<u>Coordination of district library services by county superintendent</u>
Ed. Code 1770-1775	<u>Provision of library services by county superintendent</u>
Ed. Code 18100-18203	<u>School libraries</u>
Ed. Code 18300-18571	<u>Union high school district/unified school district library district</u>
Ed. Code 19335-19336	<u>Reading Initiative Program; recommended books</u>
Ed. Code 220	<u>Prohibition of discrimination</u>
Ed. Code 242	<u>Access to information about educational laws and policies regarding right to accurate and inclusive curriculum</u>
Ed. Code 35021	<u>Volunteer aides</u>
Ed. Code 44868-44869	<u>Qualifications and employment of library media teachers</u>
Ed. Code 45340-45349	<u>Instructional aides</u>
Ed. Code 48907	<u>Exercise of free expression; time, place and manner rules and regulations</u>
Ed. Code 48950	<u>Speech and other communication</u>
Ed. Code 51204.5	<u>Social sciences instruction; contributions of specified groups</u>
Ed. Code 51501	<u>Nondiscriminatory subject matter</u>
Ed. Code 60040-60052	<u>Requirements for instructional materials</u>
Management Resources	Description
California Department of Education Publication	<u>Examples of Model School Library Standards for California Public Schools Supporting Common Core State Standards (CCSS) for English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects, rev. February 2012</u>
California Department of Education Publication	<u>Looking at the School Library: An Evaluation Tool, 2003</u>
California Department of Education Publication	<u>Model School Library Standards for California Public Schools: K - 12, 2010</u>



Chico Unified School District

1163 East Seventh Street, Chico, CA 95928-5999
(530) 891-3000

Board Policy:

#6163.1

Section: 6000

Instruction

Page 4 of 5

Management Resources	Description
California Department of Education Publication	<u>Recommended Literature: Kindergarten Through Grade Twelve</u>
California School Library Association Publication	<u>Standards and Guidelines for Strong School Libraries, 2004</u>
Website	<u>CSBA District and County Office of Education Legal Services</u>
Website	<u>American Association of School Libraries</u>
Website	<u>California Department of Education, School Libraries</u>
Website	<u>California School Library Association</u>
Website	<u>Department of Justice</u>
Website	<u>California Department of Education, Curriculum and Instruction Resources</u>
Website	<u>U.S. Department of Education, Office for Civil Rights</u>

Cross References

Code	Description
0200	Goals For The School District
0400	Comprehensive Plans
0410	Nondiscrimination In District Programs And Activities
0420	School Plans/Site Councils
0440	District Technology Plan
0460	Local Control And Accountability Plan
1240	Volunteer Assistance
1260	Educational Foundation
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.3	Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1330.1	Joint Use Agreements
1340	Access To District Records
3260	Fees And Charges
3270	Sale And Disposal Of Books, Equipment And Supplies
3290	Gifts, Grants And Bequests
3311	Bids
4112.2	Certification
4113	Assignment



Chico Unified School District

1163 East Seventh Street, Chico, CA 95928-5999
(530) 891-3000

Board Policy:

#6163.1

Section: 6000

Instruction

Page 5 of 5

Code	Description
4131	Staff Development
4132	Publication Or Creation Of Materials
4222	Teacher Aides/Paraprofessionals
4231	Staff Development
4232	Publication Or Creation Of Materials
4331	Staff Development
4332	Publication Or Creation Of Materials
5125.2	Withholding Grades, Diploma Or Transcripts
5145.3	Nondiscrimination/Harassment
6011	Academic Standards
6141	Curriculum Development And Evaluation
6142.2	World Language Instruction
6142.6	Visual And Performing Arts Education
6142.91	Reading/Language Arts Instruction
6142.92	Mathematics Instruction
6142.94	History-Social Science Instruction
6143	Courses Of Study
6144	Controversial Issues
6154	Homework/Makeup Work
6161.1	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6161.2	Damaged Or Lost Instructional Materials
6162.6	Use Of Copyrighted Materials
6163.4	Student Use Of Technology
7110	Facilities Master Plan