iLTSS

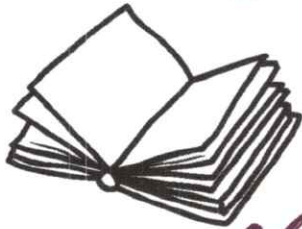# District Standards for Library Media Centers

- LIBRARY LEADERSHIP TEAM
- STANDARDS OF HIGH PERFORMANCE ELEMENTARY SCHOOL LIBRARIES
- RATIONALE FOR INTERFILING BOOKS (AMERICAN LIBRARY ASSOCIATION)
- LIBRARY/COLLECTION ARRANGEMENT
- CLASSIFYING DESIGNATIONS FOR LIBRARY RESOURCES
- BOOK CLASSIFICATIONS
- LABELING THE LIBRARY
- DEWEY DECIMAL NUMBER SYSTEM FOR KIDS

August 2023

LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

TITLE:	District Standards for School Library Media Centers
NUMBER:	BUL- 6227.1
ISSUER:	Frances Gipson, Ph.D., Chief Academic Officer Division of Instruction Esther Sinofsky, Ph.D., Administrative Coordinator Integrated Library and Textbook Support Services

ROUTING
Local District Superintendents
  Administrators of Instruction
Principals
Library Media Personnel
School Administrative Assistant

DATE:	October 8, 2018
PURPOSE:	To delineate the standards for creating a quality Library Media Center.
MAJOR CHANGES:	Revision of BUL-6227 of the same title, dated February 6, 2014, to reflect personnel and contact information changes.
BACKGROUND:	An excellent school Library Media Center positively impacts student achievement, fosters reading, supports information literacy, and nurtures lifelong learning. This bulletin lists 10 District library standards to attain a quality library media center. Integrated Library and Textbook Support Services (ILTSS) will provide procedures and details to implement the standards through ongoing professional development.

DISTRICT STANDARDS FOR LIBRARY MEDIA CENTERS

Quality school Library Media Centers meet the following District library standards:

- Standard 1: *Library Leadership Team*

  Every school has an active Library Leadership Team that works to ensure that all students have access to a quality library media center and its program. (See Attachment A)

- Standard 2: *Facility*

  Every school has a library facility which is a separate room of sufficient size to accommodate the students and learning resources. (See Attachment B for elementary standards; Attachment C for middle/high school standards)

- Standard 3: *Staffing*

  Every school, that is eligible, has, at a minimum, a trained certificated Teacher Librarian at the secondary level and a trained Library Aide at the elementary level.

- Standard 4: *Collection*

  Every school has plans and budgets for developing and maintaining a current, balanced collection of learning resources.

- Standard 5: *Policies and Procedures*

  Every school writes and disseminates policies and procedures for the use of the library media center aligned with District library standards.

- Standard 6: *Technical Services*

  Every school adheres to the District library standards related to the cataloging, processing, labeling, and arrangement of books. (See Attachment D)

- Standard 7: *Instruction*

  Every school consistently uses the library media center and its learning resources as an integral part of the instructional program to implement District curriculum and Common Core State Standards.

- Standard 8: *Automation*

  Every school adheres to the District library standards for library automation, including barcodes, software, hardware, and networks.

- Standard 9: *Needs Assessment*

  Every school annually assesses the needs of the school library media center and its program.

- Standard 10: *Evaluation*

RELATED RESOURCES:

REF-054699, *Guidelines for Elementary School & Selected Secondary Library Media Centers*, dated August 21, 2018.

BUL-6040.2, Library Staffing-Student Access Clarification, dated August 22, 2016

ASSISTANCE:

Every school completes the annual online California Department of Education Library Survey.

For assistance or further information, please contact Integrated Library and Textbook Services, at (213) 241-2733.

LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

Library Leadership Team

School Name: _____ Location Code:_____

Address:_____Local District: _____

City:_____ State:_____ Zip Code:_____

Phone: (_____)_____ Fax#: (_____)_____

The role of the Library Leadership Team (LLT) is to develop written policies and procedures for managing the library media center and to monitor the implementation and revision of these policies and procedures. As a team the members establish a vision, goals, and objectives for the library media center and regularly evaluate their progress in meeting these goals and objectives.

[*Please print or type names*]

1. _____ Chairperson
2. _____ Library Staffer
3. _____ Teacher #1(Grades K-3 or 6 or 9)
4. _____ Teacher #2 (Grades K-3 or 7 or 10)
5. _____ Teacher #3 (Grades 4-5 or 8 or 11)
6. _____ Teacher #4 (Grades 4-5 or 6-8 or 12)
7. _____ Parent #1
8. _____ Parent #2
9. _____ Student #1
10. _____ Student #2
11. _____ Administrator
12. _____ Local Public Librarian
13. _____ Community/Business Reps
14. _____ Community/Business Reps
15. _____ Other

ATTACHMENT B

STANDARDS OF HIGH PERFORMANCE
ELEMENTARY SCHOOL LIBRARY MEDIA CENTERS

SCHOOL _____ **LD** _____

FACILITY

1. Square Footage (list in square feet)   _____

2. Linear feet of shelving (list in feet)   _____

3. Literacy Garden   ❑ Yes ❑ No

4. Story Stairs   ❑ Yes ❑ No

5. Wonder of Reading   _____
(If yes, year)

6. Library remodeled in last 5 years   ❑ Yes ❑ No

7. New school library built since 1990   ❑ Yes ❑ No

STAFFING

8. Teacher Librarian (hours per week)   _____

9. Library Aide (hours per week)   _____

LIBRARY LEADERSHIP TEAM

10. Active Library Leadership Team   ❑ Yes ❑ No

11. Number of times the LLT meets during one school year   _____

12. Written polices and procedures are in place   ❑ Yes ❑ No

13. The LLT manages the selection and purchase of books   ❑ Yes ❑ No

COLLECTION

14. Collection last weeded   _____
(year)

15. Current number of books   _____

16. Current number of students   _____

17. Current number of books per student   _____

POLICIES

18. All students are allowed to check out and take books home   ❑ Yes ❑ No

19. The number of books a student may check out at a time   _____

20. The LMC provides fixed, flexible, and open across for students and parents   ❑ Yes ❑ No

21. Written policies and procedures are in place to support classroom libraries   ❑ Yes ❑ No

MANAGEMENT & OPERATION

22. Books are shelved in ★, ●, ▲, FIC, SC, 000-999, R, and P order   ❑ Yes ❑ No

23. All books (other languages, AR, Special collections) are interfiled into one standard library order   ❑ Yes ❑ No

24. Books are cataloged, processed, and labeled according to LAUSD specifications   ❑ Yes ❑ No

25. The LMC walls, sections, and shelves are properly labeled   ❑ Yes ❑ No

TECHNOLOGY

26. The Library Media Center is automated   ❑ Yes ❑ No

27. Number of computers in the library   _____

28. Square footage (from #1 under FACILITY) divided by number of computers   _____

29. Teachers and students have access to library online catalog from classrooms   ❑ Yes ❑ No

30. Mounted television monitor (>27") or projector   ❑ Yes ❑ No

31. Teachers and students use Digital Library Resources on the Internet in the LMC   ❑ Yes ❑ No

32. Teachers and students use Digital Library Resources on the Internet in the classrooms   ❑ Yes ❑ No

33. Telephone in LMC   ❑ Yes ❑ No

34. All students have LAUSD Single-Sign on accounts   ❑ Yes ❑ No

PROGRAM

35. The LMC program is integrated into the school's instructional program   ❑ Yes ❑ No

Survey completed: Date: ___/___/___

LMC = Library Media Center   LLT = Library Leadership Team

Completed by: _____

ATTACHMENT C

STANDARDS OF HIGH PERFORMANCE
MIDDLE/HIGH SCHOOL LIBRARY MEDIA CENTERS

SCHOOL_____ **LD**_____

FACILITY

1. Square Footage (list in square feet) _____

2. Linear feet of shelving (list in feet) _____

3. Literacy Garden ❑ Yes ❑ No

4. Story Stairs ❑ Yes ❑ No

5. Wonder of Reading _____
   (If yes, year)

6. Library remodeled in last 5 years ❑ Yes ❑ No

7. New school library built since 1990 ❑ Yes ❑ No

STAFFING

8. Teacher Librarian (hours per week) _____

9. Library Aide (hours per week) _____

LIBRARY LEADERSHIP TEAM

10. Active Library Leadership Team ❑ Yes ❑ No

11. Number of times the LLT meets during one school year _____

12. Written polices and procedures are in place ❑ Yes ❑ No

13. The LLT manages the selection and purchase of books ❑ Yes ❑ No

COLLECTION

14. Collection last weeded _____
    (year)

15. Current number of books _____

16. Current number of students _____

17. Current number of books per student _____

POLICIES

18. All students are allowed to check out and take books home ❑ Yes ❑ No

19. The number of books a student may check out at a time _____

20. The LMC provides fixed, flexible, and open across for students and parents ❑ Yes ❑ No

MANAGEMENT & OPERATION

21. Books are shelved in FIC, SC, 000-999, R, and P order ❑ Yes ❑ No

22. All books (other languages, AR, Special collections) are interfiled into one standard library order ❑ Yes ❑ No

23. Books are cataloged, processed, and labeled according to LAUSD specifications ❑ Yes ❑ No

24. The LMC walls, sections, and shelves are properly labeled ❑ Yes ❑ No

TECHNOLOGY

25. The Library Media Center is automated ❑ Yes ❑ No

26. Number of computers in the library _____

27. Square footage (from #1 under FACILITY) divided by number of computers _____

28. Teachers and students have access to library online catalog from classrooms ❑ Yes ❑ No

29. Mounted television monitor (>27") or projector ❑ Yes ❑ No

30. Teachers and students use Digital Library Resources on the Internet in the LMC ❑ Yes ❑ No

31. Teachers and students use Digital Library Resources on the Internet in the classrooms ❑ Yes ❑ No

32. Telephone in LMC ❑ Yes ❑ No

33. All students have LAUSD Single-Sign on accounts ❑ Yes ❑ No

PROGRAM

34. The LMC program is integrated into the school's instructional program ❑ Yes ❑ No

Survey completed: Date: ___/___/___

LMC = Library Media Center   LLT = Library Leadership Team

Completed by: _____

iLTSS

Integrated Library and Textbook Support Services
LOS ANGELES UNIFIED SCHOOL DISTRICT

SCHOOL LIBRARY MEDIA CENTER
Standards of Practice

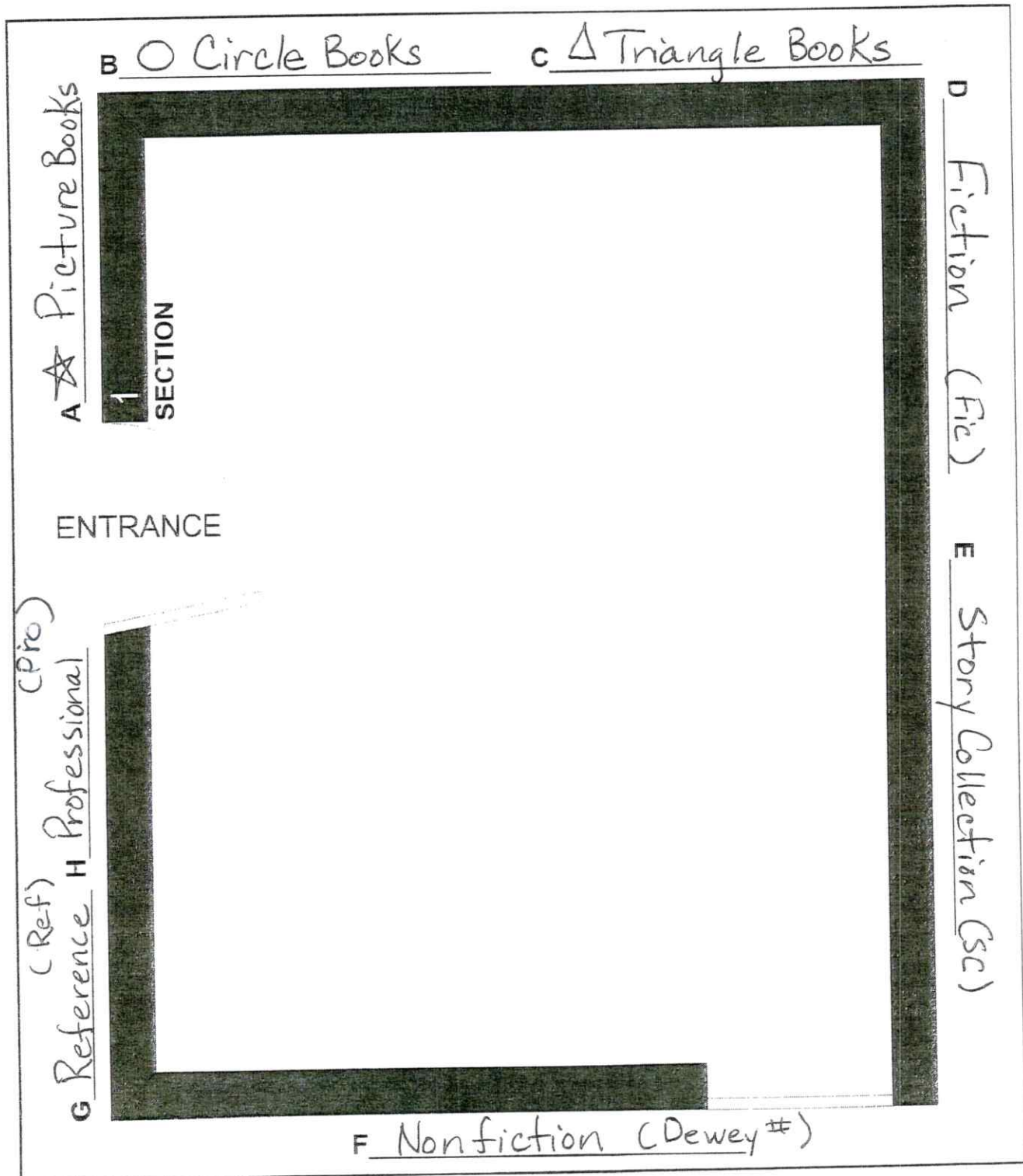### Rationale for Interfiling All Books

- Interfiling is placing all library books in their proper sequence among other library books already filed in call number order on the shelf.

- Interfiling all books creates one logical consistent system for finding books, a system that the students will need to learn in all libraries.

- Interfiling all books provides equal, efficient access for all readers.

- Interfiling Spanish and other language books gives all languages equal standing.

- Interfiling Spanish and other language books means that books by the same author are shelved altogether in the fiction sections.

- Interfiling Spanish and other language books means that books on the same nonfiction subject, such as lions, are found in the same place regardless of language.

- Interfiling Spanish and other language books avoid institutional racism.

- Interfiling Accelerated Reader (AR) books, or other special collections, means that all books by the same author are found together, regardless of whether they are part of the AR program. Students who like one book by an author often want to read others.

- Interfiling AR books means that nonfiction books on a given subject are found where they are supposed to be found, with other books on that subject and with that call number.

- Interfiling AR books allows students doing a computer search on a topic to find all of the books in order on the shelf by call number.

- Interfiling AR books means that all students have access to the whole library, not just one small part, in their efforts to become readers.

LIBRARY ARRANGEMENT

Instructions: Label the diagram using the words below to reflect the recommended arrangement of books the library media center.

Reference Books, Professional Books, Non-Fiction, Fiction, Circle Books, Triangle Books, Picture Books, Story Collection.

B ○ Circle Books   C △ Triangle Books

A ☆ Picture Books

1 SECTION

D Fiction (Fic)

ENTRANCE

E Story Collection (SC)

(Pro)
(Ref) H Professional
G Reference

F Nonfiction (Dewey #)

09/08: go. rev.

CLASSIFYING DESIGNATIONS FOR ELEMENTARY SCHOOL LIBRARIES
CLASSIFYING BOOKS

Books in the elementary school library media center of the Los Angeles School District are classified in one of the eight ways described below. Knowing the characteristics of each type of book enables students and staff to more effectively locate needed resources.

1. PICTURE BOOK (★)

   A fiction book that is dependent upon the interaction of text and numerous illustrations to convey meaning. Because the vocabulary is not limited, a picture book is appropriate for any grade level.

2. CIRCLE BOOK (●)

   A fiction book with controlled vocabulary and large print that is appropriate for the beginning reader. Picture books with controlled vocabulary may be classified in this section.

3. TRIANGLE BOOK (▲)

   A fiction book in which the text conveys meaning independent of the illustrations. Numerous pictures enhance the text. Useful for the intermediate reader as a transition to longer books.

4. FICTION BOOKS (Fic)

   A book of prose that may have some basis in fact but is primarily a product of the author's imagination.

5. STORY COLLECTION (SC)

   A book that is a collection of fictional short stories or a single short story.

6. NONFICTION BOOK (Dewey Classification Number)

   An informational or factual book arranged on the shelves according to the Dewey Decimal Classification system. Special literary forms such as poetry, plays and folklore are included.

7. REFERENCE BOOK (Ref + Dewey Classification Number)

   An informational book which is designed to provide specific facts rather than be read cover to cover.

8. PROFESSIONAL BOOK (Pro + Dewey Classification Number)
   An informational or factual book written for the use of educators.

BOOK CLASSIFICATIONS

★ **STAR**

de la Pena, Matt	*Patchwork*
Ford, Bernette G.	*Uncle John's City Garden*
Goode, Michaela	*Berry Song*
Giovanni, Nikki	*A Library*
Salati, Doug	*Hot Dog*
Scott, Jordan	*I Talk Like a River*
Williams, Alicia D.	*The Talk*

● **CIRCLE**

Calmenson, Stephanie	*Stomp!*
Capucilli, Alyssa	*Biscuit and the Three Llamas*
Iwai, Melissa	*Gigi and Ojiji: What's in a Name?*
Lyons, Kelly Starling	*Ty's Travels: Beach Day*
Shashan, Stephen	*Pizza and Taco Rock Out!*
Song, Mika	*Donut Feed the Squirrels*
Willems, Mo	*What about Worms!?*

∧ **TRIANGLE**

Applegate, Katharine	*Doggo and Pupper Save the World*
Arnold, Ted	*Noodleheads Take It Easy*
Barnett, Mac	*Jack at Bat*
Ferry, Beth	*Fox & Rabbit: Celebrate*
Manushkin, Fran	*Pedro viaja a Marte*
Raul the Third	*Training Day*
Willems, Mo	*Who is the Mystery Reader?*

Fic **FICTION**

Caramagna, Joe	*Aru Shah and the End of Time: a Graphic Novel*
Elliott, Rachel	*The Real Riley Mayes*
Luqman-Dawson, Amina	*Freewater*
Perez, Celia C.	*Tumble*
Soontornvat, Christina	*The Last Mapmaker*
Yang, Kelly	*Key Player*

SC	**STORY COLLECTION**
Allen, Josh	*Out to Get You: 13 Tales of Weirdness and Woe*
Atinuke	*Too Small Tola*
Scieszka, John	*The Stinky Cheese Man and other Fairly Stupid Tales*

000-999	**NON-FICTION**
Buckley, James, Jr.	*Who is Sonia Sotomayor?*
Compestine, Ying Chang	*Little Red Riding Hood and the Dragon*
Hawkins, Carole	*STEAM Jobs in Internet Technology*
Lajiness, Katie	*Cree*
Latham, Irene and Charles	*Dictionary of a Better World: Poems, Quotes and Anecdotes for A to Z*
Loh-Hagan, Virginia	*Angel Island Immigration Station*
Oliver, Carmen	*Building an Orchestra of Hope: How Favio Chavez Taught Children to Make Music from Trash*
Sanders, Rob	*Stonewall: A Building, an Uprising, a Revolution*
Sorell, Traci	*Contenders: Two Native Baseball Players, One World Series*
Stocker, Shannon	*Listen: How Evelyn Glennie, a Deaf Girl, Changed Percussion*

|	
Ref	**REFERENCE**
	Encyclopedia of American Indian History & Culture: Stories, Timelines, Maps and More
	Miriam-Webster Intermediate Dictionary
	Scholastic Atlas of the World
	World Book Encyclopedia

Pro	**PROFESSIONAL**
Bridges, Lois	*Open a World of Possible: Real Stories about the Joy and Power of Reading*
Krashen, Stephen D.	*The Power of Reading: Insights from the Readings*

Labeling for Your Library

REFERENCE LABELS

REFERENCE
Los Angeles Unified School District

R
031
New
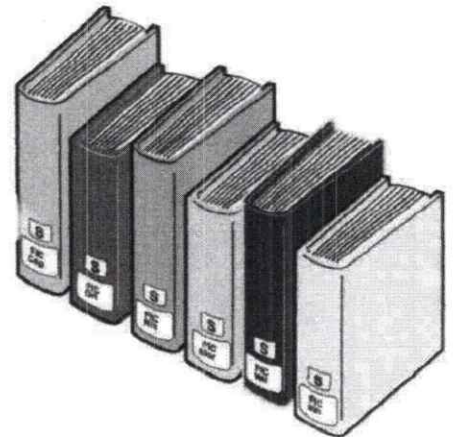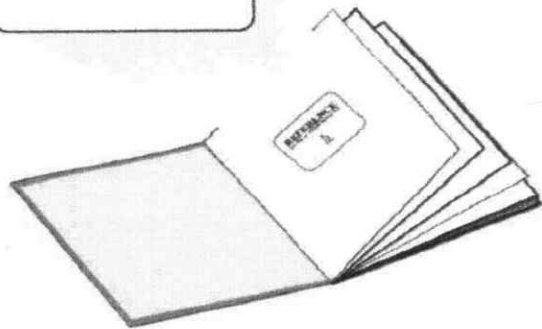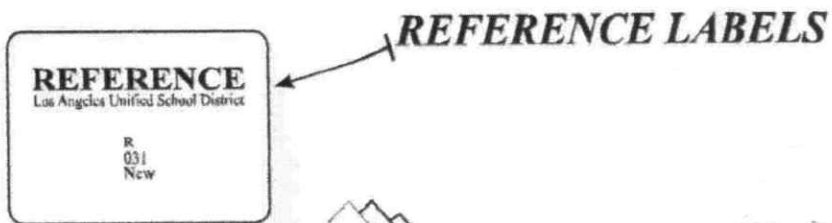
AREA LETTERS

FICTION

SECTION NUMBER

SECTION LABELS

1 ★ PICTURE BOOKS

★A   ★B

SHELF LABELS

★D   ★E

DUE DATE

2	14	03
MONTH	DAY	YEAR
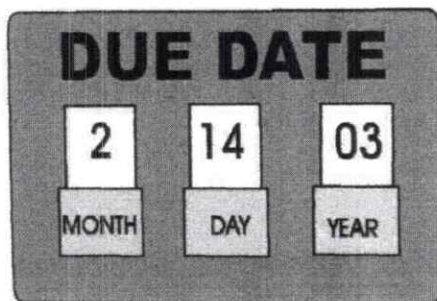
DUE DATE SIGN
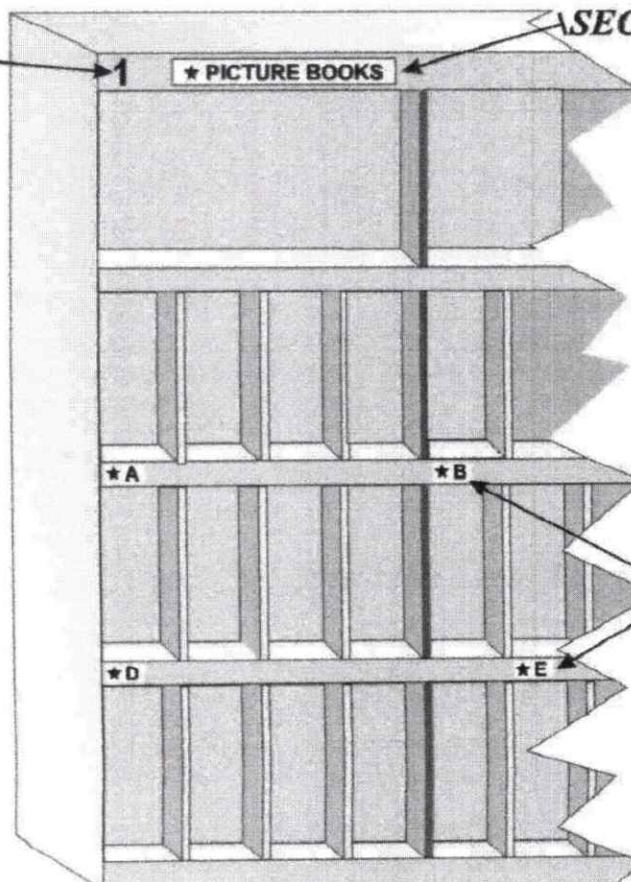
Dewey Decimal Number System for Kids

000 GENERALITIES
- 000 Computers, Loch Ness, Bigfoot, UFOs, Aliens
- 020 Libraries
- 030 Encyclopedias & World Record Books
- 060 Museums
- 070 Newspapers

100 PHILOSOPHY
- 130 Ghosts, Witches & the Supernatural
- 150 Optical illusions, Feelings
- 170 Emotions, Values, Animal Rights

200 RELIGION
- 220 Bible Stories
- 290 Mythology, World Religions

300 SOCIAL SCIENCES
- 300 Social Issues – Immigration, Racism, World Cultures
- 310 Almanacs
- 320 Government
- 330 Money, Working
- 340 Court System, Famous Trials
- 350 Armed Forces – Army, Navy, Air Force, etc.
- 360 Drugs, Environmental Issues, Police, Firefighters
- 370 Schools, Careers
- 380 Transportation,
- 390 Holidays, Folktales, Fairy Tales

400 LANGUAGES
- 410 Sign Language
- 420 Dictionaries, Grammar
- 430 German Language
- 440 French Language
- 450 Italian Language
- 460 Spanish Language
- 490 Hieroglyphics, Japanese Language

500 SCIENCE AND MATH
- 500 Science Experiments, Science Sets
- 510 Mathematics
- 520 Stars, Planets, Astronomy, Space
- 530 Physical Science – Force & Motion, Electricity, Magnetism, Light
- 540 Chemistry, Atoms & Molecules, Rocks and Minerals
- 550 Volcanoes, Earthquakes, Weather, Hurricanes, Tornados
- 560 Dinosaurs, Prehistoric Animals, Fossils
- 570 Forests, Rain Forests, Deserts, Mountains, Oceans, Evolution
- 580 Plants, Flowers & Trees
- 590 Animals & Insects
- 592 Worms, Invertebrates
- 593 Corals, Sea Invertebrates

594 Seashells, Snails, Octopus
595 Insects, Spiders
596 Chordates
597 Fish, Frogs, Toads, Reptiles, Amphibians, Snakes
598 Birds
599 Mammals of the Land and Ocean, Whales

600 PEOPLE USING SCIENCE and TECHNOLOGY
600 Inventions
610 Human Body, Health
620 Rockets, Trains, Cars, Trucks
630 Farming, Farm Animals, Cats, Dogs, Pets, Horses
640 Cookbooks, Sewing
650 Secret Codes
660 How Food Is Made
670 Paper Making
680 Woodworking
690 Building

700 ARTS and RECREATION
710 Art Appreciation, History of Art
720 Houses, Buildings
730 Origami, Paper Crafts
740 Drawing, Crafts,
750 Painting
760 Printing
770 Photography
780 Music
790 Sports, Games, Magic, I Spy, Camping, Fishing, Racing, Hunting

800 LITERATURE
810 Poetry, Plays, Jokes
820 Shakespeare
860 Poetry in Spanish
890 Japanese Poetry, Haiku

900 GEOGRAPHY AND HISTORY
910 Explorer, Atlases
920 Flags, People (Collective Biography)
921 Biographies of Individuals
930 Archeology, Ancient Civilizations
940 Knights, Castles, World War I & II, European Countries
950 Asian & Middle Eastern Countries
960 African Countries
970 North & Central American Countries, Native American Tribes, American History, States
980 South American Countries
990 Pacific Islands, Australia, Hawaii, Arctic, Antarctica