

<b>TITLE:</b>	District Standards for School Library Programs	<b>ROUTING</b> Deputy Superintendent of Instruction Region Superintendents Region Administrators of Instruction Regional Directors Principals Assistant Principals Teacher Librarians Library Aides
<b>NUMBER:</b>	BUL-158111	
<b>ISSUER:</b>	Frances Baez, PhD Chief Academic Officer Division of Instruction  Kimberly Balala Administrative Coordinator Library & Textbook Support	
<b>DATE:</b>	November 4, 2024	
<b>POLICY:</b>	The purpose of this policy is to establish and define standards and expectations for maintaining a quality school library program.	
<b>MAJOR CHANGES:</b>	This bulletin will replace BUL-6227.1, <i>District Standards for School Library Media Centers</i> , dated October 8, 2018, and BUL-6040.2 and <i>Library Staffing - Student Access Clarifications</i> , dated August 22, 2016. The aforementioned District policy bulletins have been retired.	
<b>GUIDELINES:</b>	This bulletin is guided by the <a href="#">California Model School Library Standards</a> , adopted by the California State Board of Education in 2010. School libraries are fundamental to a comprehensive educational program and contribute to improved student outcomes. Libraries extend beyond core curriculum support by fostering a love of reading and developing critical information literacy skills, which are essential for success in a knowledge-based society. Through cultivating a positive and inclusive environment that fosters the social and emotional well-being of students, school libraries facilitate the exploration of personal interests, collaboration with peers on projects and activities, and the development of self-confidence through independent learning and discovery.	

### Staffing

For schools that have a library facility, the District provides library staff funding, allocating either a 6-hour Library Aide position at elementary schools or a 1.0 full-time equivalency (FTE) Teacher Librarian position at each secondary campus (including spans with secondary grades). Teacher Librarians are allocated a preparation period as part of their responsibilities. Library staff are responsible for overseeing the school library, which

includes duties such as book check-out/check-in, shelving, and book ordering. If the school is without library staff, the principal may temporarily designate a certificated employee to check in books until the library staff position is filled.

### **Library Staff Responsibilities**

School library staff, comprised of Teacher Librarians and Library Aides, play a critical role in fostering a student-centered learning environment.

Teacher Librarians shall strive for the following:

- Provide direct instruction to students, including whole-class, small-group, or one-on-one settings.
- Collaborate with other faculty members and colleagues on initiatives that improve student achievement.
- Manage the physical and virtual spaces of the library. Library management tasks include but not limited to collection development (e.g., selection of age- and curriculum-appropriate print and digital materials), removal of outdated or damaged materials, inventory, and supervision of the work of paraprofessionals, student aides, and volunteers.
- Offer guidance and support to students in choosing materials for independent reading and class assignments, while also fostering a love of reading.
- Develop and maintain a current set of policies and procedures and a yearly library plan that includes an assessment of the program. School library policies and procedures are coordinated with other site and District plans.

Library Aides shall strive for the following:

- Offer guidance and support to students in choosing materials for independent reading and class assignments, while also fostering a love of reading.
- Manage the physical and virtual spaces of the library. Library management tasks include but not limited to collection development, removal of outdated or damaged materials, inventory, and supervision of the work of paraprofessionals, student aides, and volunteers.
- Collaborate with the school site administrator to develop and maintain up-to-date policies and procedures that ensure an orderly and functional library environment.

## Facilities

School library facilities are to have enough space to accommodate one class for instruction plus additional individuals and small groups working independently. There should also be space to accommodate an appropriate library collection for the student population, furnishings, equipment, and a circulation desk for checking in and out library materials.

- Libraries are increasingly incorporating flexible learning spaces. These adaptable areas can be used for group projects, presentations, technology workshops, or Teacher Librarian-led group instruction sessions. It is not recommended to store non-library materials/items in the school library.
- Library staff should have access to an office at a minimum. It is not recommended to allocate space in the school library for other staff.
- School library equipment should include, at a minimum:
  - One desktop computer and printer
  - At least one scanner, with two scanners preferred at the circulation desk for checking out and checking in books and other library resources
  - One laptop (it is encouraged that the library staff have access to a laptop for completing inventory)
  - One projector with screen for instruction

## Access

School libraries, whether physical or virtual, are essential for student success. They bridge the gap in resources and opportunity, offering a wealth of materials, technology, and library staff expertise. This fosters academic achievement, literacy development, collaboration, and critical media literacy. School libraries also provide a safe haven within the school and extend access to learning resources beyond the school hours, making them a cornerstone of a well-rounded education. The following access is recommended:

- In-person:
  - Scheduling:
    - Flexible scheduling allows students to use the library and its resources at times that best suit their needs, rather than being limited to fixed class periods with specific schedules. This approach can promote independent learning, critical thinking, and a love for reading and research in all school environments including elementary, middle, and high school. Classroom management rests with the credentialed classroom teacher.

- Partially flexible scheduling may also be used to accommodate the diverse needs of students and teachers. For instance, elementary schools might implement regularly scheduled visits for lower grades (TK-2), while upper grade (3-5/6) access remains flexible, allowing for customized scheduling by classroom teachers and library staff based on specific learning needs and project requirements. This ensures a balance between structured library experiences and student-driven exploration. Classroom management rests with the credentialed classroom teacher.
- Regardless of which scheduling system the school uses, it is recommended that class visits are no less than 45 minutes per session.
  - To the extent possible, the library should not be closed for non-library purposes which include testing and meetings.
- On-line: virtual school libraries are open 24 hours a day.
  - The school library should have an up to date website with information and links to student resources, such as Destiny, the [LAUSD Learning Library on Sora](#), and the [California State Library digital databases](#).

## Resources

Resources include print and digital materials that align with the curriculum and are accessible to students with various cognitive or language needs. Consistent with the California Model School Library Standards, at least  $\frac{2}{3}$  of the print collection should be less than 15 years old. At a minimum, 18 books per student is recommended. Schools are to use Destiny's Library Manager to manage their library collection. Circulation policies and consequences for book loss or damage are determined at the school site level based on community needs, following [BUL-5509.5, \*Restitution Procedures for the Loss or Damage of School Property for Students and Parents\*](#).

## Ordering Library Books

All library books ordered for the school library should be purchased as "shelf-ready" per the [2024 LAUSD Cataloging and Processing Specifications](#) from District approved vendors. Shelf-ready library books should include mylar covers for dust jackets, spine labels, barcodes, barcode protectors, and Machine Readable Cataloging (MARC) records. Paperback books are not recommended for purchase due to their lower durability compared to hardcover books, especially when frequently handled by many students. In addition, paperback books are more

susceptible to tears, ripped pages, and worn spines, making them less aesthetically pleasing on library shelves over time. This can be a concern for creating a professional and inviting library environment.

### **School Library Inventory**

School library inventories are necessary to ensure a well-functioning and well-resourced school library for the following reasons:

- Allows librarians to verify that what is listed in the catalog exists on the shelves. This ensures students and teachers are not searching for materials that are missing.
- Helps identify lost items. Often, "lost" books are simply misplaced. Maintaining an accurate inventory helps with book location and ensuring books are back in circulation.
- Aids in weeding out outdated or damaged materials.
- Assists with budget requests for new resources or demonstrating responsible use of existing funds. In case of emergencies like fire or flood, an accurate inventory helps with insurance claims and funding for replacements.
- Ensures collection development and efficiency by assisting school library personnel with identifying gaps in the collection. This allows library staff to make targeted purchases that align with student and teacher needs. By knowing exactly what is on the shelves, librarians can avoid duplicate purchases, saving valuable resources.

When to conduct a library inventory

- If the school's location code ends in an even number, then inventory is to be conducted when the school year ends in an even number. If the school's location code ends in an odd number, then inventory is to be conducted when the school year ends in an odd number. For example:
  - Location code 8684 will perform inventory during the 2025-2026, 2027-2028, 2029-2030 school years.
  - Location code 8779 will perform inventory during the 2024-2025, 2026-2027, 2028-2029 school years.
- The library is to remain open during the inventory process. Inventory completion is expected within a three-month timeframe.
- For assistance on how to perform inventory, please go to the [Library & Textbook Webpage](#) and see Library Job Aides.

### **School Library Policies and Procedures**

All school libraries should have policies and procedures, consistent with District policies and procedures, to ensure the library functions smoothly,

efficiently, and equitably for all students, thus ensuring a quality learning environment. The school library policy and procedures should be developed with the school community in mind, aligned to this policy document, and at a minimum include the following:

- Purpose of the school library
- Access and use
  - Hours open
- Circulation procedures
  - Checkout period
  - Overdue books
  - Lost books
  - How many books can be checked out at any given time
- Scheduling
  - How do teachers schedule classes
- Code of Conduct
  - How should students behave in the library

**AUTHORITY:** This is a policy of the Los Angeles Unified School District.

**RELATED RESOURCES:** [BUL-145510.1, \*Selection and Review Policy for School Library Materials\*](#), issued by Division of Instruction, October 7, 2024.

Link to Teacher Librarian job description,  
<https://www.lausd.org/cms/lib/CA01000043/Centricity/domain/280/class%20descriptions/0591.pdf>

Link to Library Aide job description,  
<https://www.lausd.org/site/handlers/filedownload.ashx?moduleinstanceid=74438&dataid=129414&FileName=cc2680.pdf>

[BUL-5509.5, \*Restitution Procedures for the Loss or Damage of School Property for Students and Parents\*](#), issued by Division of Instruction, October 23, 2023.

**ATTACHMENTS:** None

**ASSISTANCE:** For assistance or further information please contact Library & Textbook Support, [library@lausd.net](mailto:library@lausd.net).