

# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4560

PAGE: 1 OF 4

CATEGORY: **Instruction, Instructional Services**

EFFECTIVE: **10-06-75**

SUBJECT: **Library Media Centers, K-6**

REVISED: **7-18-03**

## A. PURPOSE AND SCOPE

1. To provide administrative procedures governing establishment and operation of elementary school library media centers.
2. **Related Procedures:**  
Criteria for instruction and for adoption and use of  
instructional materials ..... 4050  
Materials for instructional use in schools, general ..... 4500  
Periodicals for use in schools ..... 4535

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: A-6000, F-1500, F-2050, F-5450; Education Codes 18102, 18111, 18131, 18170-18172.

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Instruction and Curriculum Division, Office of Instructional Support.
2. **Definitions**
  - a. **Materials for instructional use:** Books (text, library, and reference), multimedia materials (videotapes, CDs, DVDs, slides, records, and audiotapes), computer software (programs, diskettes, CD-ROMs), microfiche, periodicals (newspapers and magazines), maps, globes, charts, posters, and other print, nonprint, and on-line materials.
  - b. **Library media:** A collection of print and nonprint materials for use by students and teachers as a school resource in achieving educational objectives or individual interests. These are available for self-selection as needs and interests dictate. Approval for use is granted by the principal.
3. **Funding and Operation.** A library media center is financed by district, categorical, or donated funds and materials, or by a combination of these sources, and is operated by district staff and volunteers.
4. **New library media centers** should include:
  - a. **Space**—a minimum of 3,500 square feet in a multipurpose learning area.

- b. **Staff coordination**—one or more certificated staff members to direct classified staff, aides, and volunteers in selecting materials and in establishing procedures for operation of the library media center. This may include the principal, vice principal, library media teacher, or a teacher assigned to the site.
  - c. **Shelving** that meets district standards.
  - d. **Books** selected from recommended lists of books provided by the instructional media center manager. In addition, individually donated books that appear on a recommended list and/or otherwise meet district selection standards for condition and content may be accepted. For all books, cataloging must be obtained from a reliable source or through the cataloging supervisor at the Central Cataloging, Instructional Media Center.
  - e. **Multimedia materials** selected from sources that meet district selection criteria (e.g., State Instructional Materials Matrix or district instructional guides).
5. **Coordination.** Library media centers are coordinated by the principal; the curriculum resource librarian, School Library Services, Literacy Department, Instruction and Curriculum Division; and the Instructional Media Center manager.
6. **Staffing.** Credentialed library media teachers, teachers assigned to the library media center, classroom teachers, and/or classified staff shall be selected and assigned through normal district procedures in cooperation with the Human Resources Division. One or more certificated staff members shall supervise and coordinate selection of books and operation of the center.
7. **Parent Volunteers.** Parents/guardians may assist in the operation of a library media center at designated times agreed upon by the principal.
8. **Library Media Advisory Committee.** A committee of staff members, parents/guardians, volunteers, and students should convene periodically to evaluate the program and to advise the principal about use of services and materials provided by the center. This committee should also report its recommendations to the site governance team.
9. **Responsibilities**
  - a. **Instructional Media Center and curriculum resource librarian**
    - (1) Assist the principal and school staff in:
      - (a) Developing a collection and purchasing appropriate equipment.

- (b) Acquiring cataloging services for the districtwide library automation system.
  - (c) Using allocated funds (e.g., nonmatrix State Instructional Materials [SIM] or specially funded projects).
  - (d) Selecting staff and providing inservice instruction and training for staff and volunteers.
- (2) Prepare and distribute information regarding library media center services as needed.
  - (3) Aid in organizing collections and setting up operational procedures.
  - (4) Provide recommended lists and/or catalogs of print and nonprint materials.
  - (5) Suggest suitable titles from lists, upon request.
  - (6) Provide assistance regarding compliance with criteria governing selection of materials.
  - (7) Coordinate requests for support services (e.g., cataloging, processing, selecting, and purchasing).
- b. **Instructional Media Center manager**
- (1) Provide library automation system training in basic operational functions and reports.
  - (2) Assist with the design of new and remodeled school library media facilities.
  - (3) Provide guidance regarding Prop MM remodels and new school libraries.
- c. **Curriculum resource librarian.** Provide inservice instruction to library media teachers, classroom teachers, library technicians, volunteers, and aides on the use, operation, and philosophy of library media centers.
- d. **Principal**
- (1) Work with the curriculum resource librarian and the Instructional Media Center manager to develop a working plan to use with site staff and the

community and solicit help from Instructional Media Center manager in selecting materials and furniture as needed.

- (2) Work with classroom teachers regarding the purpose, operation, and philosophy of library media centers.
- (3) Work with appropriate staff, parents/guardians, and students in developing and implementing plans for a library media center, including proposals for space, collections, funding, staffing, inservice training, equipment, and supplies.
- (4) Report on the status of center operation to the instructional leader and to the site governance team as appropriate.
- (5) Submit reports to California Department of Education (CDE) Annual School Library Survey (Section F.).

**D. IMPLEMENTATION** (Section C.)

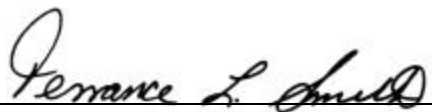
**E. FORMS AND AUXILIARY REFERENCES**

1. Horizon Manual, available from the Instructional Media Center manager
2. Library Media Center Guidelines, available from the Instructional Media Center

**F. REPORTS AND RECORDS** (Submitted annually by each school according to instructions provided by the School Library Services, Literacy Department)

1. CDE Annual School Library Survey
2. Specially funded project reports, as required
3. State Instructional Materials (SIM) request for nonmatrix expenditures

**G. APPROVED BY**



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For the Superintendent of Public Education