



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

**TITLE:** Library Staffing – Student Access Clarifications

**NUMBER:** BUL-6040.2

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**ROUTING**  
Local District Superintendents  
Local District Administrators  
of Instruction  
Local District Directors of  
Instruction  
Principals  
Library Media Personnel  
UTLA Chairs

**DATE:** August 22, 2016

**PURPOSE:** To assist principals and school staffs in staffing of the school library to allow student access to the resources.

**MAJOR CHANGES:** This Bulletin replaces BUL-6040.1, dated July 7, 2014 of the same title. This revision updates the issuers and routing list to reflect the current District organizational chart.

**BACKGROUND:** School principals have the responsibility to ensure that students have access to the school library, that school library materials are appropriately monitored and maintained, and that school libraries are appropriately staffed and managed. However, one of the challenges the current budget crisis poses for the District and, therefore, the schools, is how to ensure student access to school library resources without violating the *California Education Code*, *Williams v. California Settlement Legislation*, collective bargaining Agreements, and California Commission on Teacher Credentialing rules (see Authority section below). This is especially critical for those schools that were unable to or chose not to purchase an appropriate library staff position.

**PROCEDURES:** School Purchased a Library Position

Schools that purchase a library position should have the Local District (LD) classified/certificated personnel specialists check that the appropriate position is purchased.

No person, including Library Aides, may provide Teacher Librarian services in any school unless he/she holds a valid credential of proper grade authorizing Teacher Librarian services. The specific job duties set forth under Title 5 of the California Code of Regulations §80053(b) are as follows:

- Instruct pupils in the choice and use of library materials;
- Plan and coordinate school library media programs with the



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- instructional programs of the school district;
- Select materials for school and district libraries;
  - Develop programs for and deliver staff development for school library services;
  - Coordinate or supervise library programs at the school site, district or county level;
  - Plan and conduct a course of instruction for those pupils who assist in the operation of school libraries;
  - Supervise classified personnel assigned school library duties; and,
  - Develop procedures for management of the school site and district libraries.

### Elementary Schools

#### A. If an elementary school did *not* purchase a Library Aide position:

1. Volunteers *cannot* operate the library in place of the Library Aide.
2. Employees with a classification of Education Aide II, Education Aide III, Instructional Aide I, Instructional Aide II, Teacher Assistant, or other instructional aide or clerical positions *cannot* be assigned to manage the library in place of the Library Aide.
3. Library Aides *cannot* be asked to train Teacher Assistants, other instructional aides, clerical staff, or volunteers to act as their replacements.
4. Employees with a classification of Education Aide II, Education Aide III, Instructional Aide I, Instructional Aide II, or instructional assistants, including Teacher Assistants, who accompany their teachers and classes to the library, may assist the students in locating and shelving books. This provision should not be misused to supplant the work of library personnel.

#### B. If an elementary school *did* purchase a Library Aide position (either a 3- or 6-hour(s)/day): volunteers, Teacher Assistants, and other instructional aides may assist the Library Aide with various tasks such as checking out/checking in of books and shelving books.

### Middle and High Schools

#### A. If a secondary school did *not* purchase a Teacher Librarian position:

1. Volunteers *cannot* operate the library in place of a Teacher Librarian.



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2. Employees with a classification of Library Aide, Education Aide II, Education Aide III, Instructional Aide I, Instructional Aide II, or Teacher Assistant *cannot* be assigned to manage the library in place of the Teacher Librarian.
  3. Teacher Librarians *cannot* be asked to train teachers who do not hold a valid Teacher Librarian credential, Library Aides, Teacher Assistants, other instructional aides, clerical staff, or volunteers to act as their replacements.
  4. Staff may provide assistance to Teacher Librarians from time to time if a Teacher Librarian is present.
  5. Employees with a classification of Education Aide II, Education Aide III, Instructional Aide I, Instructional Aide II, or instructional assistants, including Teacher Assistants, who accompany their teachers and classes to the library, may assist the students in locating and shelving books. This provision should not be misused to supplant the work of library personnel.
- B. If a middle school did *not* purchase a Teacher Librarian position:
1. Two middle schools may jointly purchase a Teacher Librarian position. Contact the LD Fiscal Manager for assistance in revising the school budgets.
  2. Instructional assistants, including Teacher Assistants, accompanying their teachers and classes to the library may assist the students in locating and shelving books. This provision should not be misused to supplant the work of library personnel.
  3. Staff may provide assistance to Teacher Librarians from time to time if a Teacher Librarian is present.

### Circulating Library Resources

In order to comply with *California Education Code*, *Williams v. California Settlement Legislation*, collective bargaining Agreements, and California Commission on Teacher Credentialing rules, the appropriate personnel (per the above guidelines) will receive “limited access” circulation privileges (see Attachment A). ILTSS will provide these schools with overdue library book reports and other appropriate related technical assistance.



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**AUTHORITY:** *California Education Code* §§18100, 18103, 44868, 44869  
*CA Code of Regulations* 5 CCR §80053  
CTC's Administrator's Assignment Manual, Section N  
LAUSD Board Rule 1704  
UTLA-District Agreement, Article IX, 4.0

**ASSISTANCE:** Please contact your Employee Performance Accountability Field Director and/or Human Resources representative.

For assistance or further information regarding the circulation of library resources, please contact Esther Sinofsky, Administrative Coordinator, ILTSS, at (213) 241-2733, or Candace Seale, Specialist, ILTSS, at (213) 241-0366.



## Limited-Access vs. Full-Access Accounts

|   | Limited Access | Full Access<br>(Library Staff) |
|---|----------------|--------------------------------|
| Check In/Out Books  | Yes            | Yes                            |
| Clear Fines (overdue or lost books)   | No             | Yes                            |
| Check Patron Status (number of books, fines, holds)                                   | No             | Yes                            |
| Check Copy Status (holds, shelving location, mark LOST or MISSING)                    | No             | Yes                            |
| Override Errors or Blocked Accounts   | No             | Yes                            |
| Run Overdue Reports   | No             | Yes                            |
| Run Fine List   | No             | Yes                            |
| Run Patron Barcode Lists (for faster book circulation)                                | No             | Yes                            |
| Put Items on Hold   | No             | Yes                            |
| Import New Book Data  | No             | Yes                            |
| Export Book Data (for collection analysis)  | No             | Yes                            |
| Create Copy ID Barcodes and Spine Labels for New Books                                | No             | Yes                            |
| Edit Book Information (call number, price, shelving location, etc...)                 | No             | Yes                            |
| Run Copy Activity Report (for analysis of which sections of the LMC get the most use) | No             | Yes                            |
| Run Collection Statistics Report (for annual CDE Survey)                              | No             | Yes                            |
| Perform Annual Inventory  | No             | Yes                            |