Los Angeles Unified School District
Policy Bulletin

TITLE: District Standards for School Library Media Centers

NUMBER: BUL- 6227.1

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Integrated Library and Textbook Support Services

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.

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: _____

<div align="right">ATTACHMENT C</div>

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

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

32. Telephone in LMC ❏ Yes ❏ No

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PROGRAM

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

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ATTACHMENT D

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.