



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Guidelines for Elementary School & Selected Secondary Library Media Centers

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ISSUER: Frances Gipson, Ph.D., Chief Academic Officer
Division of Instruction

Esther Sinofsky, Ph.D., Administrative Coordinator
Integrated Library and Textbook Support Services

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PURPOSE: To provide guidelines and instructions for the smooth and efficient operation of elementary and selected secondary school Library Media Centers (LMCs) by Library Aides.

MAJOR CHANGES: This is a new document that replaces REF-6433.0, *Guidelines for Re-Opening Elementary School Library Media Centers*, dated January 14, 2015.

BACKGROUND: To ensure all school LMCs are staffed, many schools have been paired to share a Library Aide. With few exceptions, Library Aides work 6-hours at each school on alternating days or weeks. Additionally, some secondary schools repurposed funding to purchase a Library Aide instead of a Teacher Librarian.

GUIDELINES & INSTRUCTIONS: The following guidelines and instructions are provided to ensure efficient and smooth library services at elementary and selected secondary school LMCs staffed by Library Aides.

The Library Aide will need approximately one (1) week (i.e., five [5] work days) in the library to create the appropriate environment for class visits and library usage. During this period, the Library Aide will:

- shelve books returned after the close of the last school year
- read shelves, as needed
- run updated overdue notices, as needed
- print patron barcode lists by homeroom, if student ID cards not used
- create appropriate book displays
- work with administrators to create a master class visit schedule and Library Leadership Team

At the start of the school year, principals or designees should ensure the following:

- Custodial staff cleans the library on a regular basis.
- All library books and materials borrowed for use in classrooms, other school areas, and otherwise in circulation are returned to the LMC on a regular basis.

ROUTING

LD Superintendents
Administrators of Instruction
Directors
Principals
Library Media Personnel



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- All library furniture, e.g., circulation desk with chair, student tables and chairs, and book trucks, is returned to the library in good condition.
- The circulation desk computer, printer, stationary scanner with stand, and hand-held remote scanner with base (delivered in 2010-11 as part of conversion to *Destiny*) are in the library and functional.
- Library keys and a gate key are assigned to the Library Aide upon reporting to their respective schools.
- Appropriate supplies are available. These include:
 - Printer ink cartridge
 - Library processing, circulation, and maintenance supplies
 - Avery labels for book and student barcodes
 - Barcode label protectors
 - Spine labels
 - Spine label protectors
 - Book card pockets
 - Book cards
 - Book repair tape
 - Shelf markers
 - Office Supplies
 - 1 – 2 reams of paper
 - Scotch tape and dispenser
 - Stapler and staples
 - Glue/glue sticks
 - Scissors
 - Pen/pencil/highlighter
 - Paper clips
 - Access to stamp pad, School name stamp, Discard/Withdrawn stamp, and appropriate ink pad
 - Cleaning Supplies
 - Spray bottle of cleaning solution
 - Dusting/cleaning cloth
 - Rubbing alcohol (for cleaning books)
 - Library cleaning brushes

Many of these supplies are available from the LAUSD Stores Warehouse.

During the school year, when classes are not using the library, the Library Aide should

- shelve books
- read shelves, as needed
- clean and repair books
- inventory the collection (*Destiny* allows for an on-going process throughout the school year)
- resolve outstanding *Destiny* cataloging data issues
- complete the CDE Library Survey



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To ensure library materials arrive “shelf ready,” i.e., appropriately cataloged and processed to District standards, Integrated Library & Textbook Support Services (ILTSS) posts a list of approved library vendors on its website: www.iltss.org → click on the Libraries tab at the top → under Documents and Forms, click on Approved Vendors

To assist schools with the *selection* of library materials, ILTSS posts lists of recommended library books on the Libraries web page identified above. For further assistance with the *selection* of library materials, schools should call ILTSS at (213) 241-2733.

To assist in ensuring a smooth closing of the school library at the end of the school year:

- The last day to circulate library books and materials should be fifteen (15) working days before the last school day for pupils. The check-out period will be shortened to meet the school’s final record clearance date.
- Eleven (11) working days before the last school day for pupils, all library books and materials borrowed for use in classrooms and other school areas should be returned to the library.
- The Library Aide will need two (2) weeks (i.e., ten [10] work days) in the library to complete the library closing routines for the school year:
 - Run and send overdue reports
 - Collect overdue books and materials
 - Collect reimbursement of lost books and materials
 - Finalize the collection inventory
 - Complete the CDE Library Survey, if not completed earlier
 - Run appropriate collection reports, as needed
 - Store library material and equipment for the summer break

RELATED RESOURCES:

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

BUL-6227.1, *District Standards for School Library Media Centers*, dated August 10, 2018.

ASSISTANCE:

For assistance or further information regarding personnel issues, please contact Classified Employment Services Branch at (213) 241-6300.

For assistance or further information regarding *Destiny* Library Manager access, Library Aide training, or related library issues, please contact ILTSS at (213) 241-2733.