INSTRUCTION

School Library Media Program

The library media center (LMC) serves as a resource center for the school and provides a variety of materials in varying formats to meet the information literacy requirements of students, teachers, and staff. The school librarian shall work collaboratively with others in the school community to assist students of all abilities and grade levels and across all curricular areas. The school librarian shall provide a unified program of library media instruction, services, and activities that cultivate effective users of information in an ever-changing digital information environment.

I. Availability

A. The school library shall be open during the school’s regular hours of operation and staffed by library personnel. Extended hours of operation before and after school may be implemented in schools with two full-time school librarians by staggering their schedules.

B. Circulation of materials to individual students shall begin the first day of school and shall end 10 school days prior to the last day of school. Research and reference materials shall continue to be available in the LMC until the last day of school.

II. Library Collections

A. All LMCs shall maintain a collection of books that will meet or exceed the minimum standards of accrediting agencies.

B. All LMCs shall provide access to electronic resources in accordance with the responsible use policy covered under Regulation 295-1.

C. The school librarian in each school shall develop a collection development plan based on the school’s curriculum programs, use, and student population. As part of the collection development plan, the school librarian will continually evaluate the school’s collection to determine materials to weed in order to keep the collection current.
III. Instructional Program

A. The library media program is an integral part of the school’s instructional program and shall be fully integrated into the curriculum as an important component of student achievement. The program shall be structured collaboratively with teachers to ensure that students develop information literacy. The program shall promote and reinforce literacy skills necessary for students to read for information, understanding, and to read for pleasure. The program shall integrate a variety of technologies for learning and teaching.

B. The librarian shall model and promote collaborative planning and instructional delivery with teachers to design authentic learning tasks and assessments. The librarian shall provide leadership in selecting a variety of materials that support all learning.

IV. Library Administration

A. All salespersons shall make an appointment with the school librarian prior to arriving at the school.

B. Inventory

1. The school librarian shall develop a plan to inventory the LMC’s collection. The entire collection shall be inventoried every three years, or one-third of the collection may be inventoried each year.

2. The LMC shall not be closed during the time that the collection is being inventoried.

C. Reports and records maintained in the library include the following:

1. Materials selection and ordering records;

2. LMC budget records;

3. Gifts and parent teacher association/organization purchases in accordance with Regulation 423-1;

4. Records of funding from sources such as book fairs that are not part of the school’s library budget;
5. Accounting for collection of lost or damaged book fees and purchases for replacement materials;

6. Updated procedures for automated circulation system;

7. Inventory records;

8. Local material for reconsideration; and

9. End of year administrative reports.

D. During the last five school days, the school librarian shall be responsible for the following:

1. Distributing notices for outstanding overdue materials;

2. Collecting outstanding materials and any financial obligations of students and staff;

3. Shelf-reading the collection to ensure it is in Dewey Decimal classification order;

4. Inventorying the collection (if in inventory cycle);

5. Preparing any end-of-year administrative reports; and

6. Preparing for any summer programs involving students or the LMC.

V. Minimum library staffing in schools, based on school membership, shall be in accordance with the Virginia Department of Education Standards of Quality.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for reviewing this regulation in 2020.