



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: District Standards for School Library Media Centers

NUMBER: BUL- 6227

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PURPOSE: To delineate the standards for creating a quality library media center.

MAJOR CHANGES: Revision of BUL-4399 of the same title, dated September 4, 2008, 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 ten 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 and a revised elementary *Manual of Practice*.

GUIDELINES: 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.

ROUTING

ESC Superintendents
Instructional Directors
All Schools
All Offices
Library Media Personnel



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- *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 regularly assesses the needs of the school library media center and its program.

- *Standard 10: Evaluation*

Every school completes the annual online California Department of Education Library Survey.

ASSISTANCE: For assistance or further information, please contact the Valerie McCall, Coordinating Field Librarian (213) 241-2733, or Candace Seale, ITAF, at (213) 241-0366, or Esther Sinofsky, Administrative Coordinator, Integrated Library and Textbook Services, at (213) 241-2733.