



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: Professional Development for Library Aides
NUMBER: MEM-6716
ISSUER: Frances Gipson, Ph.D., Chief Academic Officer
Division of Instruction

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

ROUTING
LD Superintendents
LD Administrators of Instruction
LD Instructional Directors
Principals
Library Aides

DATE: August 22, 2016

PURPOSE: The purpose of this Memorandum is to invite all Library Aides to the two (2) professional development meetings being offered for the 2016-2017 school year and to notify their respective principals of the meeting.

BACKGROUND: During the 2016-2017 school year, Integrated Library & Textbook Support Services is offering two professional development meetings specifically designed for Library Aides. These professional development meetings will focus on District library-related policy and procedure updates, weeding, collection development aids, *Destiny*, collaboration with the Parent and Student Services division, completing the CDE Annual Library Survey, and sharing of “best practices.”

INSTRUCTIONS: The professional developments are scheduled as follows:

Fall Semester Professional Development

Date: Tuesday, August 30, 2016
Districts: Northwest and East
Time: 8:30 a.m. – 11:30 a.m.
Location: Room 19-123 (19th floor of the Beaudry building)

Date: Tuesday, September 6, 2016
Districts: South and West
Time: 8:30 a.m. – 11:30 a.m.
Location: Room 19-123 (19th floor of the Beaudry building)



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Date: Tuesday, September 13, 2016
Districts: Northeast and Central
Time: 8:30 a.m. – 11:30 a.m.
Location: Room 19-123 (19th floor of the Beaudry building)

Spring Semester Professional Development

Date: Friday, January 13, 2017
Districts: Northwest and East
Time: 8:30 a.m. – 11:30 a.m.
Location: Room 19-123 (19th floor of the Beaudry building)

Date: Friday, January 20, 2017
Districts: South and West
Time: 8:30 a.m. – 11:30 a.m.
Location: Room 19-123 (19th floor of the Beaudry building)

Date: Friday, January 27, 2017
Districts: Northeast and Central
Time: 8:30 a.m. – 11:30 a.m.
Location: Room 19-123 (19th floor of the Beaudry building)

ASSISTANCE: For assistance or further information, please contact Oscar Gonzalez, ITAF, (213) 241-0465; Candace Seale, Specialist, (213) 241-0366; or, Esther Sinofsky, Administrative Coordinator, at (213) 241-1236.