



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

**TITLE:** Professional Development for Library Aides  
**NUMBER:** MEM-6878  
**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 1, 2017

**PURPOSE:** The purpose of this Memorandum is to invite all Library Aides to the two (2) professional development meetings being offered for the 2017-2018 school year and to notify their respective principals of the meeting.

**BACKGROUND:** During the 2017-2018 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, *Destiny* updates, inventory, collection development aids, completing the CDE Annual Library Survey, and sharing of “best practices.”

**INSTRUCTIONS:** The professional developments are scheduled as follows:

**Fall Semester Professional Development Day**

Date: Thursday, August 17, 2017  
Districts: Northwest and East  
Time: 8:30 a.m. – 11:30 a.m.  
Location: Room 19-123 (19th floor of the Beaudry building)

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Date: Friday, August 18, 2017  
Districts: South and West  
Time: 8:30 a.m. – 11:30 a.m.  
Location: Room 19-123 (19th floor of the Beaudry building)



# LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

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Date: Monday, August 21, 2017  
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 Day**

Date: Friday, January 12, 2018  
Districts: Northwest and East  
Time: 8:30 a.m. – 11:30 a.m.  
Location: Room 19-123 (19th floor of the Beaudry building)

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Date: Friday, January 19, 2018  
Districts: South and West  
Time: 8:30 a.m. – 11:30 a.m.  
Location: Room 2-131 (2nd floor of the Beaudry building)

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Date: Friday, January 26, 2018  
Districts: Northeast and Central  
Time: 8:30 a.m. – 11:30 a.m.  
Location: Room 2-131 (2nd floor of the Beaudry building)

**ASSISTANCE:** For assistance or further information, please contact Esther Sinofsky, Administrative Coordinator, at (213) 241-1236; Kathleen Sheppard, Coordinating Field Librarian, at (213) 241-2285; or Oscar Gonzalez, ITAF, at (213) 241-0465.