

iLTSS

III

~ District Standards for LMCs ~

- ★ LIBRARY LEADERSHIP TEAM
- ★ STANDARDS OF HIGH PERFORMANCE ELEMENTARY SCHOOL LIBRARIES
- ★ RATIONAL FOR INTERFILING ALL BOOKS
- ★ LIBRARY/COLLECTION ARRANGEMENT
- ★ CLASSIFYING DESIGNATIONS FOR LIBRARY LEARNING RESOURCES
- ★ BOOK CLASSIFICATIONS
- ★ LABELING YOUR LIBRARY
- ★ DEWEY DECIMAL NUMBER SYSTEM FOR KIDS





LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: District Standards for School Library Media Centers

NUMBER: BUL- 6227

ISSUER: Donna Muncey, Ph.D., Chief
Office of Intensive Support and Intervention

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

DATE: February 6, 2014

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



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- 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.

Library Leadership Team

School Name: _____ Location Code: _____

Address: _____ ESC: _____

City: _____ State: _____ Zipcode: _____

Phone: (____) _____ Fax: (____) _____

The role of the Library leadership Team (LLT) is to develop written policies and procedures for managing the library media center and to monitor the implementation and revision of these policies and procedures. As a team the members establish a vision, goals, and objectives for the library media center and regularly evaluate their progress in meeting these goals and objectives.

[Please print or type names]

1. _____ Chairperson
2. _____ Library Staffer
3. _____ Teacher (Grades K - 3 or 6 or 9) #1
4. _____ Teacher (Grades K - 3 or 7 or 10) #2
5. _____ Teacher (Grades 4 - 5 or 8 or 11) #3
6. _____ Teacher (Grades 4 - 5 or 6 - 8 or 12) #4
7. _____ Parent #1
8. _____ Parent #2
9. _____ Student #1
10. _____ Student #2
11. _____ Administrator
12. _____ Local Public Librarian
13. _____ Community/Business Reps
14. _____ Community/Business Reps
15. _____ Other

STANDARDS OF HIGH PERFORMANCE ELEMENTARY SCHOOL LIBRARY MEDIA CENTERS

Attachment: B

SCHOOL _____ **ESC** _____

FACILITY

- 1. Square Footage (list in square feet) _____
- 2. Linear feet of shelving (list in feet) _____
- 3. Literacy Garden Yes No
- 4. Story Stairs Yes No
- 5. Wonder of Reading _____
(If yes, year)
- 6. Library remodeled in last 5 years Yes No
- 7. New school library built since 1990 Yes No

STAFFING

- 8. Teacher Librarian (hours per week) _____
- 9. Library Aide (hours per week) _____

LIBRARY LEADERSHIP TEAM

- 10. Active Library Leadership Team Yes No
- 11. Number of times the LLT meets during one school year _____
- 12. Written polices and procedures are in place Yes No
- 13. The LLT manages the selection and purchase of books Yes No

COLLECTION

- 14. Collection last weeded _____
(year)
- 15. Current number of books _____
- 16. Current number of students _____
(In year-round schools multiply students by .75)
- 17. Current number of books per student _____

POLICIES

- 18. All students are allowed to check out and take books home Yes No
- 19. The number of books a student may check out at a time _____

- 20. The LMC provides fixed, flexible, and open access for students and parents Yes No
- 21. Written policies and procedures are in place to support classroom libraries Yes No

MANAGEMENT & OPERATION

- 22. Books are shelved in ★, ●, ▲, FIC, SC, 000-999, R, and P order Yes No
- 23. All books (other languages, AR, Special collections) are interfiled into one standard library order Yes No
- 24. Books are cataloged, processed, and labeled according to LAUSD specifications Yes No
- 25. The LMC walls, sections, and shelves are properly labeled Yes No

TECHNOLOGY

- 26. The Library Media Center is automated Yes No
- 27. Number of computers in the library _____
- 28. Square footage (from #1 under FACILITY) divided by number of computers _____
- 29. Teachers and students have access to library online catalog from classrooms Yes No
- 30. Mounted television monitor (>27") or projector Yes No
- 31. Teachers and students use Digital Library Resources on the Internet in the LMC Yes No
- 32. Teachers and students use Digital Library Resources on the Internet in the classrooms Yes No
- 33. Telephone in LMC Yes No
- 34. All students have LAUSD Single-Sign on accounts Yes No

PROGRAM

- 35. The LMC program is integrated into the school's instructional program Yes No

Survey completed: _____ Date: ____/____/____

LMC = Library Media Center LLT = Library Leadership Team

STANDARDS OF HIGH PERFORMANCE MIDDLE/HIGH SCHOOL LIBRARY MEDIA CENTERS

Attachment: C

SCHOOL _____ **ESC** _____

FACILITY

- 1. Square Footage (list in square feet) _____
- 2. Linear feet of shelving (list in feet) _____
- 3. Literacy Garden Yes No
- 4. Story Stairs Yes No
- 5. Wonder of Reading _____
(If yes, year)
- 6. Library remodeled in last 5 years Yes No
- 7. New school library built since 1990 Yes No

STAFFING

- 8. Teacher Librarian (hours per week) _____
- 9. Library Aide (hours per week) _____

LIBRARY LEADERSHIP TEAM

- 10. Active Library Leadership Team Yes No
- 11. Number of times the LLT meets during one school year _____
- 12. Written polices and procedures are in place Yes No
- 13. The LLT manages the selection and purchase of books Yes No

COLLECTION

- 14. Collection last weeded _____
(year)
- 15. Current number of books _____
- 16. Current number of students _____
(In year-round schools multiply students by .75)
- 17. Current number of books per student _____

POLICIES

- 18. All students are allowed to check out and take books home Yes No
- 19. The number of books a student may check out at a time _____

- 20. The LMC provides fixed, flexible, and open access for students and parents Yes No

MANAGEMENT & OPERATION

- 21. Books are shelved in FIC, SC, 000-999, R, and P order Yes No
- 22. All books (other languages, AR, Special collections) are interfiled into one standard library order Yes No
- 23. Books are cataloged, processed, and labeled according to LAUSD specifications Yes No
- 24. The LMC walls, sections, and shelves are properly labeled Yes No

TECHNOLOGY

- 25. The Library Media Center is automated Yes No
- 26. Number of computers in the library _____
- 27. Square footage (from #1 under FACILITY) divided by number of computers _____
- 28. Teachers and students have access to library online catalog from classrooms Yes No
- 29. Mounted television monitor (>27") or projector Yes No
- 30. Teachers and students use Digital Library Resources on the Internet in the LMC Yes No
- 31. Teachers and students use Digital Library Resources on the Internet in the classrooms Yes No
- 32. Telephone in LMC Yes No
- 33. All students have LAUSD Single-Sign on accounts Yes No

PROGRAM

- 34. The LMC program is integrated into the school's instructional program Yes No

Survey completed: _____ Date: ____/____/____

LMC = Library Media Center LLT = Library Leadership Team



**Integrated Library and Textbook Support Services
LOS ANGELES UNIFIED SCHOOL DISTRICT**

**SCHOOL LIBRARY MEDIA CENTER
Standards of Practice**

Rationale for Interfiling All Books

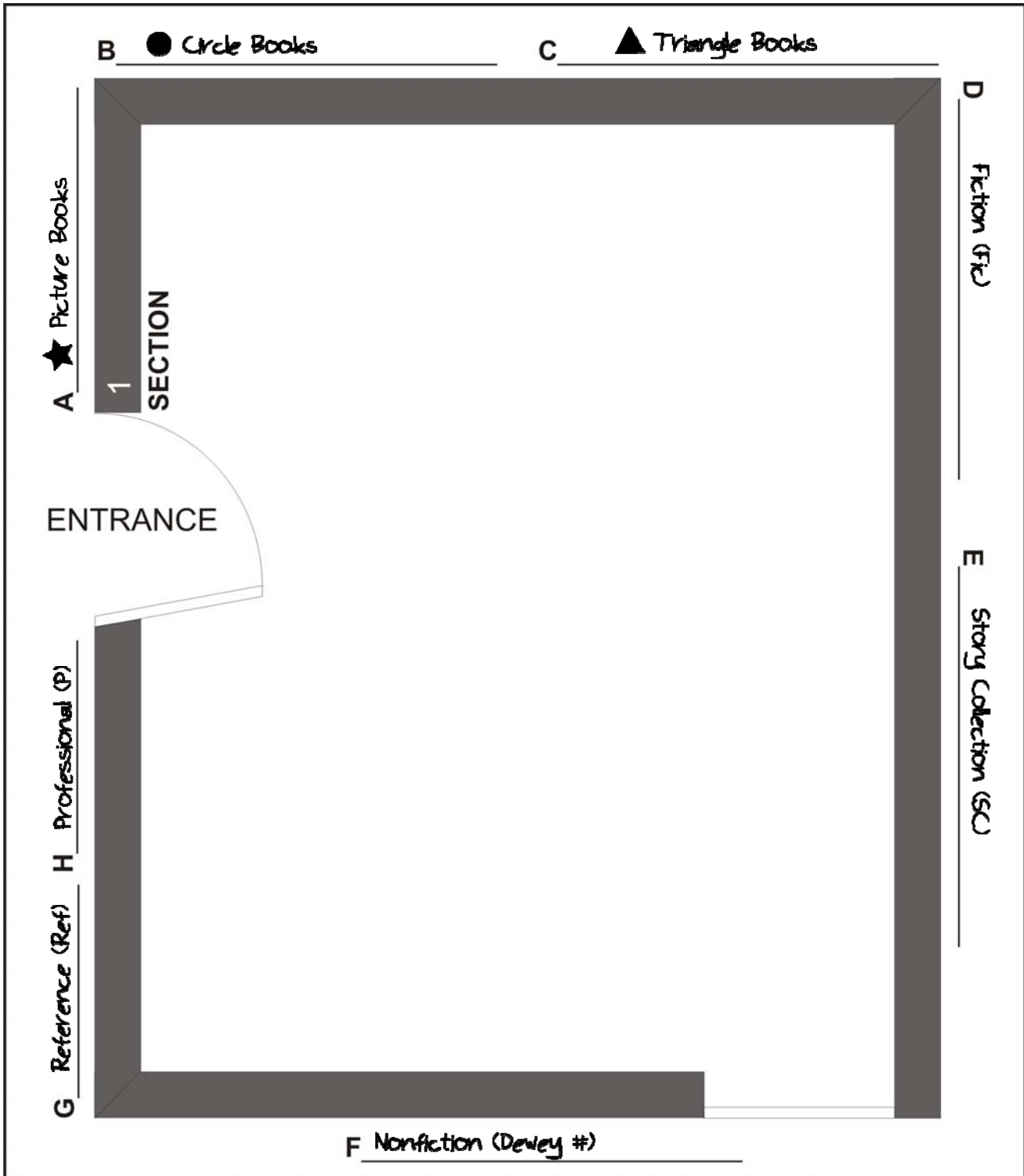
- Interfiling all books created on logical consistent system for finding books, a system that the students will need to learn in all libraries.
- Interfiling all books provides equal, efficient access for all readers.
- Interfiling Spanish and other language books gives all languages equal standing.
- Interfiling Spanish and other language books means that books by the same author are shelved altogether in the fiction sections.
- Interfiling Spanish and other language books means that on the same nonfiction subject, such as lions, are found in the same place regardless of language.
- Interfiling Spanish and other language books avoids institutional racism.
- Interfiling Accelerated Reader [AR] books, or other special collections, means that all books by the same author are found together, regardless of whether they are part of the AR program. Students who like one book by an author often want to read others.
- Interfiling AR books means that nonfiction books on a given subject are found where they are supposed to be found, with other books on that subject and with that call number.
- Interfiling AR books allows students doing a computer search on a topic to find all of the books in order on the shelf by call number.
- Interfiling AR books means that all students have access to the whole library, not just one small part, in their efforts to become readers.

Library Aide Training
Competency #3

LIBRARY ARRANGEMENT

Instructions: Label the diagram using the words below to reflect the recommended arrangement of books the library media center.

Reference Books, Professional Books, Nonfiction, Fiction, Circle Books, Triangle Books, Picture Books, Story Collection.



CLASSIFYING DESIGNATIONS FOR LIBRARY LEARNING RESOURCES

CLASSIFYING BOOKS

Books in the elementary school library media center of the Los Angeles Unified School District are classified in one of the eight ways described below. Knowing the characteristics of each type of book enables students and staff to more effectively locate needed resources.

1. PICTURE BOOK (*)

A fiction book that is dependent upon the interaction of text and numerous illustrations to convey meaning. Because the vocabulary is not limited, a picture book is appropriate for any grade level.

2. CIRCLE BOOK (○)

A fiction book with controlled vocabulary and large print that is appropriate for the beginning reader. Picture books with controlled vocabulary may be classified in this section.

3. TRIANGLE BOOK (△)

A fiction book in which the text conveys meaning independent of the illustrations. Numerous pictures enhance the text. Useful for the intermediate reader as a transition to longer books.

4. FICTION BOOKS (Fic)

A book of prose that may have some basis in fact but is primarily a product of the author's imagination

5. STORY COLLECTION (SC)

A book that is a collection of fictional short stories or a single short story

6. NONFICTION BOOK (Dewey Number)

An informational or factual book arranged on the shelves according to the Dewey Decimal Classification system. Special literary forms such as poetry, plays, and folklore are included.

7. REFERENCE BOOK (Ref + Dewey Number)

An informational book which is designed to provide specific facts rather than be read from cover to cover.

8. PROFESSIONAL BOOK (P + Dewey Number)

An informational or factual book written for the use of educators.

BOOK CLASSIFICATIONS

* STAR

Friend, Catherine	<i>The Perfect Nest</i>
Henkes, Kevin	<i>Chrysanthemum</i>
Jonas, Ann	<i>Reflections</i>
Kuskin, Karla	<i>Green as a Bean</i>
Wallace, Nancy Elizabeth	<i>Look! Look! Look!</i>
Wood, Audrey	<i>Elbert's Bad Word</i>

● CIRCLE

Barton, Byron	<i>Where's the Bear?</i>
Eastman, P.D.	<i>Go, Dog, Go</i>
Hill, Eric	<i>Spot Goes To School</i>
Hoff, Syd	<i>Stanley</i>
Hurd, Edith Thacher	<i>Johnny Lion's Book</i>
Lyon, George Ella	<i>A Day at Camp Damp</i>

^ TRIANGLE

Arnold, Caroline	<i>Wiggle and Waggle</i>
Coerr, Eleanor	<i>Josephina Story Quilt</i>
Egan, Tim	<i>Dodsworth in New York</i>
Guest, Elissa Haden	<i>Iris and Walter and the Birthday Party</i>
Jackson, Ellen	<i>Cinder Edna</i>
Marshall, James	<i>Fox Be Nimble</i>
Schwartz, Alvin	<i>In a Dark, Dark Room</i>

Fic FICTION

Baker, Barbara	<i>Third Grade Is Terrible</i>
Gantos, Jack	<i>I Am Not Joey Pigza</i>
Hesse, Karen	<i>Letters from Rifka</i>
Lowry, Lois	<i>The Giver</i>
Park, Barbara	<i>Skinnybones</i>
Winthrop, Elizabeth	<i>The Castle in the Attic</i>
Yolen, Jane	<i>The Devil's Arithmetic</i>

SC STORY COLLECTION

Hanson, Mary	<i>How To Save Your Tale</i>
Jennings, Paul	<i>Unmentionables</i>
Marshall, James	<i>Rats on the Roof and Other Stories</i>
Nix, Garth	<i>One Beastly Beast</i>
Scieszka, John	<i>The Stinky Cheese and Other Fairly Stupid Tales</i>
Vivelo, Jackie	<i>Chills Run Down My Spine</i>

000-999 NONFICTION

Adler, David A.	<i>A Picture Book of George Washington Carver</i>
Brett, Jan	<i>The Three Snow Bears</i>
Brooks, Gwendolyn	<i>Bronzeville Boys and Girls</i>
Compton, Joanie	<i>Ashpet</i>
Maestro, Betty	<i>The Story of Money</i>
Markle, Sandra	<i>Outside and Inside Snakes</i>
Montgomery, Sy	<i>Quest for the Tree Kangaroo</i>
Siy, Alexandra	<i>Sneeze!</i>

R REFERENCE

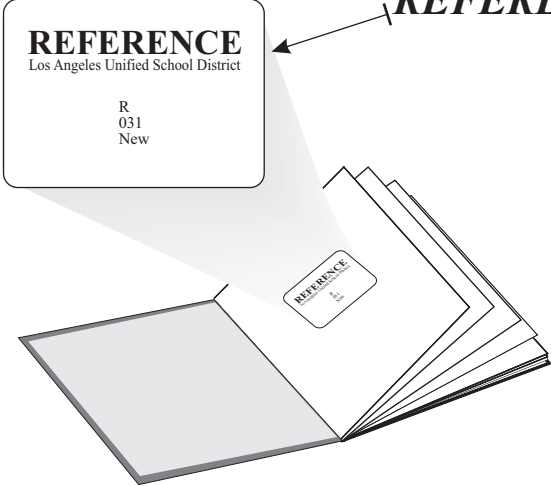
Career Discovery Encyclopedia
Childcraft
Dinosaurs of the World
Space Science
Scholastic Atlas of the World
World Book Encyclopedia

P PROFESSIONAL

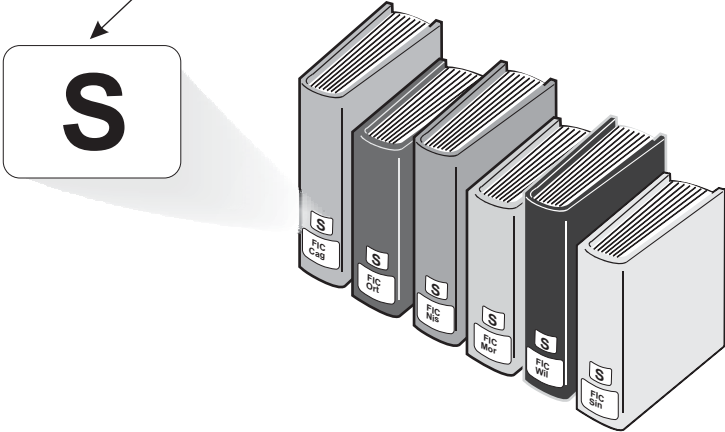
Bauer, Caroline Feller	<i>Handbook for Storytellers</i>
Krashen, Stephen	<i>The Power of Reading</i>
Sierra, Judy	<i>Fantastic Theater</i>
Trelease, Jim	<i>The Read-Aloud Handbook</i>
Wong, Harry K.	<i>The First Days of School</i>

Labeling for Your Library

REFERENCE LABELS



LANGUAGE LABELS

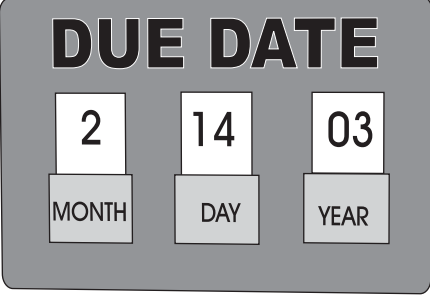
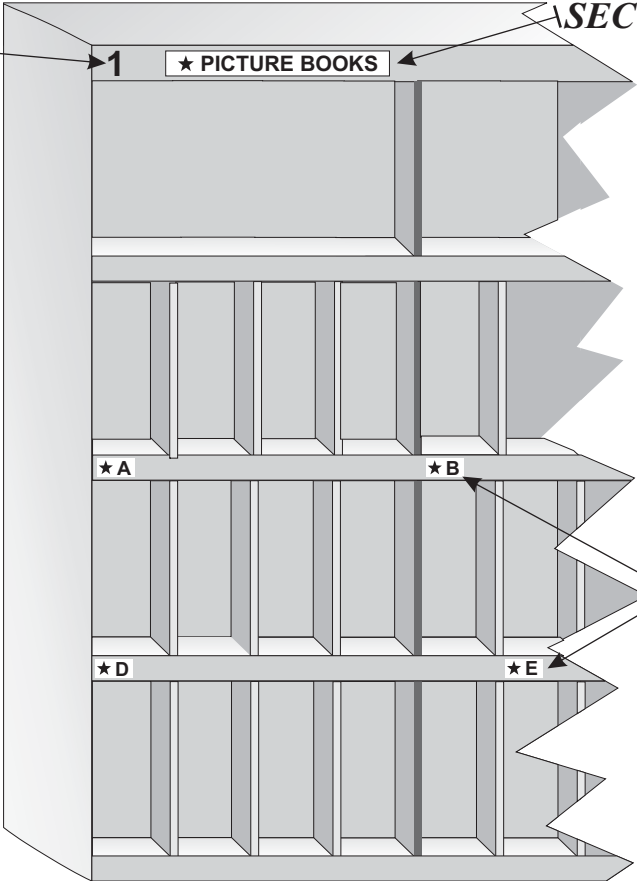


AREA LETTERS

FICTION

SECTION NUMBER

SECTION LABELS



DUE DATE SIGN

SHELF LABELS

Dewey Decimal Number System for Kids

000 GENERALITIES

- 000 Computers, Loch Ness, Bigfoot, UFOs, Aliens
- 020 Libraries
- 030 Encyclopedias & World Record Books
- 060 Museums
- 070 Newspapers

100 PHILOSOPHY

- 130 Ghosts, Witches & the Supernatural
- 150 Optical illusions, Feelings
- 170 Emotions, Values, Animal Rights

200 RELIGION

- 220 Bible Stories
- 290 Mythology, World Religions

300 SOCIAL SCIENCES

- 300 Social Issues – Immigration, Racism, World Cultures
- 310 Almanacs
- 320 Government
- 330 Money, Working
- 340 Court System, Famous Trials
- 350 Armed Forces – Army, Navy, Air Force, etc.
- 360 Drugs, Environmental Issues, Police, Firefighters
- 370 Schools, Careers
- 380 Transportation,
- 390 Holidays, Folktales, Fairy Tales

400 LANGUAGES

- 410 Sign Language
- 420 Dictionaries, Grammar
- 430 German Language
- 440 French Language
- 450 Italian Language
- 460 Spanish Language
- 490 Hieroglyphics, Japanese Language

500 SCIENCE AND MATH

- 500 Science Experiments, Science Sets
- 510 Mathematics
- 520 Stars, Planets, Astronomy, Space
- 530 Physical Science – Force & Motion, Electricity, Magnetism, Light
- 540 Chemistry, Atoms & Molecules, Rocks and Minerals
- 550 Volcanoes, Earthquakes, Weather, Hurricanes, Tornadoes
- 560 Dinosaurs, Prehistoric Animals, Fossils
- 570 Forests, Rain Forests, Deserts, Mountains, Oceans, Evolution
- 580 Plants, Flowers & Trees
- 590 Animals & Insects
- 592 Worms, Invertebrates
- 593 Corals, Sea Invertebrates

- 594 Seashells, Snails, Octopus
- 595 Insects, Spiders
- 596 Chordates
- 597 Fish, Frogs, Toads, Reptiles, Amphibians, Snakes
- 598 Birds
- 599 Mammals of the Land and Ocean, Whales
- 600 PEOPLE USING SCIENCE and TECHNOLOGY**
- 600 Inventions
- 610 Human Body, Health
- 620 Rockets, Trains, Cars, Trucks
- 630 Farming, Farm Animals, Cats, Dogs, Pets, Horses
- 640 Cookbooks, Sewing
- 650 Secret Codes
- 660 How Food Is Made
- 670 Paper Making
- 680 Woodworking
- 690 Building
- 700 ARTS and RECREATION**
- 710 Art Appreciation, History of Art
- 720 Houses, Buildings
- 730 Origami, Paper Crafts
- 740 Drawing, Crafts,
- 750 Painting
- 760 Printing
- 770 Photography
- 780 Music
- 790 Sports, Games, Magic, I Spy, Camping, Fishing, Racing, Hunting
- 800 LITERATURE**
- 810 Poetry, Plays, Jokes
- 820 Shakespeare
- 860 Poetry in Spanish
- 890 Japanese Poetry, Haiku
- 900 GEOGRAPHY AND HISTORY**
- 910 Explorer, Atlases
- 920 Flags, People (Collective Biography)
- 921 Biographies of Individuals
- 930 Archeology, Ancient Civilizations
- 940 Knights, Castles, World War I & II, European Countries
- 950 Asian & Middle Eastern Countries
- 960 African Countries
- 970 North & Central American Countries, Native American Tribes, American History, States
- 980 South American Countries
- 990 Pacific Islands, Australia, Hawaii, Arctic, Antarctica