



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Guidelines for Re-Opening Elementary School Library Media Centers

NUMBER: REF-6433.0

ISSUER: Dr. Ruth Perez, Deputy Superintendent of Instruction

ROUTING
 ESC Instructional Superintendents
 ESC Instructional Directors
 Principals
 Library Staff

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PURPOSE: To provide guidelines and instructions for the smooth and efficient re-opening of the elementary school Library Media Centers (LMCs) that were closed due to staffing issues.

MAJOR CHANGES: This is a new document.

BACKGROUND: On July 1, 2014, the Los Angeles Board of Education approved a budget that included 3-hour library aides for each elementary school LMC. Although many applied for these positions, few met all the hiring requirements. To ensure all school LMCs are staffed, schools have been paired to share a library aide. With few exceptions, these library aides will work 6-hours at each school on alternating days.

GUIDELINES & INSTRUCTIONS: Many elementary LMCs have been closed for varying durations due to reduced library staffing levels during the recent fiscal crisis. The following guidelines and instructions are provided to efficiently and smoothly restore library services at these elementary school LMCs.

The library aide will need approximately two (2) weeks (i.e., ten [10] work days) to create the appropriate environment for class visits and library usage. During this period, the library aide will

- shelve books
- read shelves
- inventory the collection
- run collection reports
- work with administrators to create a master class visit schedule and Library Leadership Committee

To assist the library aide in reestablishing the LMC, principals should ensure the following:



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

- All library books and materials borrowed for use in classrooms, other school areas, and otherwise in circulation are returned to the school's LMC for inclusion in the inventory.
- All library furniture, e.g., circulation desk with chair, student tables and chairs, and book trucks, is returned to the library in good condition.
- The circulation desk computer, printer, stationary scanner with stand, and hand-held remote scanner with base (delivered in 2010-11 as part of conversion to *Destiny*) are in the library and functional.
- Library keys and a gate key are assigned to the library aide upon the library aide's reporting to the school.
- Appropriate supplies are available. These include:
 - Printer ink cartridge
 - Library processing, circulation, and maintenance supplies
 - Avery labels for book and student barcodes
 - Barcode label protectors
 - Spine labels
 - Spine label protectors
 - Book card pockets
 - Book cards
 - Book repair tape
 - Shelf markers
 - Office Supplies
 - 1 – 2 reams of paper
 - Scotch tape and dispenser
 - Stapler and staples
 - Glue/glue sticks
 - Scissors
 - Pen/pencil/highlighter
 - Paper clips
 - Access to Stamp pad, School name stamp, Discard/Withdrawn stamp
 - Cleaning Supplies
 - Spray bottle of cleaning solution
 - Dusting/cleaning cloth
 - Rubbing alcohol (for cleaning books)
 - Library cleaning brushes

Many of these supplies are available from the LAUSD Stores Warehouse.

RELATED RESOURCES

BUL-6040.1, *Library Staffing – Student Access Clarification*, Office of Intensive Support and Intervention, July 7, 2014.

BUL-6227, *District Standards for School Library Media Centers*, Office of Intensive Support and Intervention, February 6, 2014.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

Quick Start Guide, Integrated Library & Textbook Support Services, August 2014,
<http://www.iltss.org/libraries.php>

ASSISTANCE: For assistance or further information regarding personnel issues, please contact
Classified Employment Services Branch at (213) 241-6300.

For assistance or further information regarding *Destiny* Library Manager access,
library aide training, or related library issues, please contact Integrated Library &
Textbook Services at (213) 241-2733.