FYI (For Your Information)

1. Librarians cannot be censors by restricting students to only AR Books or books on their reading levels. Books of choice may also be selected.

2. Students begin each new year with "absolution" after all best efforts have been made by librarians, staff, and administrations to collect unreturned books & fines.

3. Opening day of library = 1st school day for students. Book clubs, library clubs, and read-alouds encouraged.

4. SLT (Student Learning Target) creation at beginning of school year with weekly lesson plans submitted to administration throughout the year.

5. Librarians encouraged to utilize Trails (http://trails-9.org) for real time assessment of 3rd, 6th, 9th, and 12th grade real-time literacy skills assessments of students.

6. Open Access Times @ all levels!

Staffing Guidelines

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<th>Division</th>
<th>Enrollment</th>
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<td>Elem</td>
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Library Hours: School libraries with 2 or more librarians encouraged to stagger their hours for earlier opening & later closing times.

Administrative Time: Minimum of 10 hours weekly (e.g., 2 hours daily) for lesson plans & library maintenance.

Substitute Librarians: When librarians are absent for extended periods of time a clerk or uncertified personnel are unprepared to adequately handle job responsibilities.

No Days without Classes: Days without scheduled classes may cause increased absenteeism—especially 1/2 on Fridays or any days.

Promote Book Clubs, Digital Citizenship, & Copyright issues.
Elementary School Libraries

- Elementary classes schedule weekly visits once or twice weekly, depending on size of school & time available.
- Collaboration between teacher & librarian bring BEST results for students.
- PK-2nd grades for at least 30 minute library sessions to include story-time, brief lessons on book care & information literacy, and check-out/return of books.
- 3rd—5th grades for at least 45 minutes to 1 hour library sessions to include lessons about Information Resource Skills, Digital Media Resources, & Digital Citizenship, Reader’s Advisory Services, and check-out/return of books.

Middle School Libraries

- Time Frame = 45 minutes to 1 hour (or more), weekly, bi-weekly, or monthly—based on scheduling capabilities.
- Open access throughout the day for individual users (with teacher permission) for Reader’s Advisory Services & Research Assistance.
- Librarian & Teacher Collaboration times for class scheduling & co-teaching lessons.

High School Libraries

- Time Frame = 1 hour or more per class visit, once per semester or more. Up to 2 weeks time frame for each class—as needed.
- Open Access throughout the day for individual users (with teacher permission) & Reader’s Advisory Services available.
- Librarian & Teacher Collaboration for scheduling information literacy & Digital Media Resource Lessons as well as Research.
- Orientations & Trails Assessment (http://trails-9.org) as appropriate.