

Pierce Joint Unified School District Library Plan

Committee Members

**Blake Kitchen, Principal
Nicole Newman, Principal
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Jane Hardy, Librarian
Katie Boles, Reading Coach
Carol Geyer, Superintendent**

**2015/2016
School Year**

Mission and Goals of the School Library Media Program

The mission of the library media program is to ensure that students and staff are effective users of ideas and information. This mission is accomplished by:

1. Providing intellectual and physical access to materials in all formats.
2. Providing instruction to foster competence and stimulate interest in reading, viewing, and using information and ideas.
3. Working with other educators to design learning strategies to meet the needs of individual students.

Goal 1: To provide the staffing necessary to implement an effective, district wide library media program.

1. Staffing to support enrollment (ADA) for each site.
Responsible: Administration/Board
Timeline: 2015/2016
Evaluation: We are aware that we are understaffed due to budget restraints but will continue to reevaluate staffing as funds come available.
2. A district wide library committee with representation from all sites will meet annually.
Responsible: Superintendent Designee
Timeline: 2015/2016
Evaluation: Recorded dates of meetings

Goal 2: To ensure that all students in the district have access to equally effective library media programs.

1. All K-6 elementary students will have weekly classroom visits to library and material check out available by staff.
Responsible: Site Administrator
Timeline: 2015/2016
Evaluation: Circulation Statistics
2. Johnson Junior High library is open for classroom visitation and access during school time and before school.
Responsible: Site Administrator
Timeline: 2015/2016
Evaluation: Circulation Statistics
3. All 9-12 students will have open access to the library collections during school, lunch, and after school 3 days per week.
Responsible: Site Administrator
Timeline: 2015/2016
Evaluation: Circulation Statistics
4. The school district governing board will regularly review policies for library and instructional materials.
Responsible: Superintendent/Board
Timeline: 2015/2016
Evaluation: Policies
At District Meeting:
 1. Challenge of book
 2. Board policies concerning library
 3. Books on recommended list from State are acceptable

5. Sites will continue to use Follett Library Software, Destiny Library Manager. Follett will manage software upgrades. All new materials will be categorized.

Responsible: District Technology Director and Librarians

Timeline: 2015/2016

Evaluation: Implementation

6. Library funding can come out of site allocations. District will consider including library funding in 2015/2016 LCAP.

Responsible: Teachers

Timeline: 2015/2016

Evaluation: LCAP Action

Goal 3: To provide up-to-date relevant resources in a variety of formats and technologies to meet the diverse needs of all learners.

1. The internet will be available for all students for computer research.

Responsible: District/County Librarian

Timeline: 2015/2016

Evidence: Research Projects done by students

2. Spanish library selections will be available in site library collections and K-8 classroom library selections.

Responsible: Librarian/Classroom Teachers

Timeline: 2015/2016

Evaluation: Number of Spanish books available in each library

3. Trade books, representing grade level appropriate, narrative and expository text will be purchased to enhance K-8 classroom library collections and site libraries when funding allows.

Responsible: Grade Level Teams/Classroom Teacher

Timeline: 2015/2016

Evaluation: Books

4. Motivational high interest books will be purchased for site libraries and classroom collections when funding allows.

Responsible: Grade Level Teams/Classroom Teacher

Timeline: 2015/2016

Evaluation: Books purchased on a yearly basis

5. Libraries will include an area in which books will be shelved by lexile number or grade equivalency.

Responsible: Librarian

Timeline: 2015/2016

Evaluation: Books

6. Using district funding, quizzes for Reading Counts will be selected to coincide with themes for different reading levels.

Responsible: District technology director and principals

Timeline: 2015/2016

Evaluation: Budget records

7. All materials purchased will be stamped as district property when received.

Responsible: Librarians/Site Staff

Timeline: 2015/2016

Evaluation: Books

8. The district library committee has set the following system to pull well-worn non-appealing materials; all books are examined for condition, copyright date, and circulation. Worn books will be replaced and obsolete books will be discarded.

Responsible: Librarian

Timeline: 2015/2016

Evaluation: Books

9. The collection of lexile level books over 1000 with appropriate content will be continually enhanced at the K-8 site library.

Responsible: Librarian

Timeline: 2015/2016

Evaluation: Books purchased for each library

10. The district will begin the process of exploring the option of creating access to digital library content at each library.

Responsible: Superintendent and Technology Director

Timeline: Ongoing

Goal 4: To ensure ongoing administrative commitment for effective library media programs.

1. The district will consider the district's library media program needs during the Local Control and Accountability Plan (LCAP) process and allocate necessary funds from the Local Control Funding Formula (LCFF).

Responsible: Superintendent/Board

Timeline: 2015/2016

Evaluation: Budget

2. The district will encourage schools to use available funds to continually upgrade library media resources.

Responsible: Superintendent

Timeline: 2015/2016

Evaluation: Budget

3. Students will receive training in handling of books; responsibility of the checking in and out of books; and the expected behavior conducive to a library environment.

Responsible: Librarians/Teachers

Timeline: 2015/2016

Evaluation: Number of lost books at the end of school year

4. Lost/Damaged books will be replaced by fines and district funds.

Responsible: Librarians, Principals

Timeline: 2015/2016

Evaluation: Budget

Goal 5: To involve parents and community members in the development and support of library media programs for improved student learning.

1. The district will encourage the continued use of public libraries by students and teachers.

Responsible: Librarian/Teachers

Timeline: 2015/2016

Evaluation: Meeting dates

2. To encourage parent/student library volunteers to support access of library materials to all students.

Responsible: Administrator and Teachers

Timeline: 2015/2016

Evaluation: Volunteer sign in sheet

3. An informal assessment survey of teachers, students and parents will be administered annually, i.e., teachers' meetings, School Site Council. Students will be involved in selection of books to support school site programs.

Responsible: Librarians and Principals

Timeline: Annually

Evaluation: Needs assessment

Goal 6: To provide appropriate facilities to meet the learning and teaching needs of an effective library media program.

1. All District school sites include library facilities.

Responsible: Superintendent/Board Administration

Timeline: Ongoing

Evaluation: Building blue prints

2. The district facilities and maintenance plans will include the upgrading and renovation of school libraries.

Responsible: Superintendent and Maintenance Director

Timeline: Ongoing

Evaluation: Facilities Report

Goal 7: To ensure that the library media program serves as an essential catalyst for learning and teaching through comprehensive plans, policies, and ongoing program assessment.

1. The district library committee will review and update district library plan annually.

Responsible: Committees

Timeline: Yearly

Evaluation: Updated documents

Goal 8: To ensure that the K-8 classroom libraries serve as a catalyst for student reading, the following genre of literature and periodicals will be purchased:

- Trade books, informational text, paperback or hardbound, representing grade-level-appropriate narrative and expository text, e.g., classic and contemporary literature
- Stand-alone literature titles not dependent upon instruction
- Literature aligned to student reading levels
- Literature sets for small groups, e.g., 5-8 copies
- Literature suggested as recreational or related to the reading program
- Literature in languages other than English
- Books to support a reading motivational program

1. Grade level teams will collaboratively select classroom materials that best suits the needs of the collective grade level.

Responsible: Grade Level Teams, Principal

Timeline: Yearly

Funded: Site funds

Evaluation: Books

2. The literature selected by grade level teams will be rotated between classes.

Responsible: Grade Level Teams, Principals

Timeline: Yearly

Funded: Site Funds

Evaluation: Books