

# **Pierce Joint Unified School District Library Plan**

## **Committee Members**

**Summer Shadley, Principal  
Ron Fisher, Principal  
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Carol Geyer, Superintendent**

**2017/2018  
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:** 2017/2018

**Evaluation:** For the 2017/2018 school year, the district has two librarians. One librarian works 20.5 hours at Arbuckle Elementary and 7.0 hours at Johnson Jr. High weekly. Our other librarian works 1 hour a week at Grand Island Elementary.

2. A district wide library committee with representation from all sites will meet annually.

**Responsible:** Superintendent Designee

**Timeline:** 2017/2018

**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-5 elementary students will have weekly classroom visits to library and material check out available by staff. The AES is also open for students before school and three times a week at lunch.

**Responsible:** Site Administrator

**Timeline:** 2017/2018

**Evaluation:** Circulation Statistics

2. Johnson Junior High library is open for classroom visitation and access during school time.

**Responsible:** Site Administrator

**Timeline:** 2017/2018

**Evaluation:** Circulation Statistics

3. All 9-12 students will have open access to the library collections all day and after school until 3:30 PM daily

**Responsible:** Site Administrator

**Timeline:** 2017/2018

**Evaluation:** Circulation Statistics

4. The school district governing board will regularly review policies for library and instructional materials.  
**Responsible:** Superintendent/Board  
**Timeline:** 2017/2018  
**Evaluation:** Policies  
**At District Meeting:**
  1. Challenge of book
  2. Board policies concerning library
  
5. Sites will continue to use Follett Library Software, Destiny Library Manager and Google Docs at PHS. Follett will manage software upgrades. All new materials will be categorized.  
**Responsible:** District Technology Director and Librarians  
**Timeline:** 2017/2018  
**Evaluation:** Implementation
  
6. Library funding can come out of site allocations. District will consider including library funding in 2017/2018 LCAP.  
**Responsible:** Teachers  
**Timeline:** 2017/2018  
**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 Librarians  
**Timeline:** 2017/2018  
**Evidence:** Research Projects done by students
  
2. Spanish library selections will be available in site library collections and K-8 classroom library selections. JJH will continue to build selection for Newcomers  
**Responsible:** Librarian/Classroom Teachers  
**Timeline:** 2017/2018  
**Evaluation:** Number of Spanish books available in each library
  
3. Trade books, representing grade level appropriate, narrative and expository text, and classroom sets will be purchased to enhance K-8 classroom library collections and site libraries when funding allows.  
**Responsible:** Grade Level Teams/Classroom Teacher  
**Timeline:** 2017/2018  
**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:** 2017/2018  
**Evaluation:** Books purchased on a yearly basis

5. Libraries K-5, includes an area in which books are shelved by Lexile number. In grades 6-8, books are in alpha order with the Lexile on the spine. Books are set up by genres at PHS.

**Responsible:** Librarians

**Timeline:** 2017/2018

**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:** 2017/2018

**Evaluation:** Budget records

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

**Responsible:** Librarians/Site Staff

**Timeline:** 2017/2018

**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 when appropriate.

**Responsible:** Librarians

**Timeline:** 2017/2018

**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:** Librarians

**Timeline:** 2017/2018

**Evaluation:** Books purchased for each library

**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:** 2017/2018

**Evaluation:** Budget

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

**Responsible:** Superintendent-Principals

**Timeline:** 2017/2018

**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:** 2017/2018

**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:** 2017/2018

**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:** Librarians/Teachers

**Timeline:** 2017/2018

**Evaluation:** Meeting dates

2. 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, classroom sets, 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