



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4564

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CATEGORY: **Instruction, Instructional Media**

EFFECTIVE: **10-06-75**

SUBJECT: **Library Media, 7-12**

REVISED: **7-18-03**

## A. PURPOSE AND SCOPE

1. To outline policies, regulations, and procedures governing selection, acquisition, and use of library media.
2. **Related Procedures:**  
Criteria for instruction and for adoption and use of  
instructional materials ..... 4050  
Materials for instructional use in schools, general ..... 4500  
Periodicals for use in schools ..... 4535

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: A-6000, F-1500, F-2050, F-5300, F-5310, F-5450; Education Code Sections 18102, 18111, 18131, 18170-18172.

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Instruction and Curriculum Division, Office of Instructional Support.
2. **Definitions**
  - a. **Materials for instructional use:** Books (text, library, and reference), multimedia materials (videotapes, CDs, DVDs, slides, records, and audiotapes), computer software (programs, diskettes, CD-ROMs), microfiche, periodicals (newspapers and magazines), maps, globes, charts, posters, and other print, nonprint, and on-line materials.
  - b. **Library media:** A collection of print and nonprint materials for use by students and teachers as a school resource in achieving educational objectives or individual interests. These are available for self-selection as needs and interests dictate. Approval for use is granted by the principal.
3. **Responsibility for content** ultimately rests with the Board of Education. The superintendent delegates to principals the responsibility for content and appropriateness of materials available in site library media centers.

4. **Selection of Books and Multimedia Materials.** Criteria for adoption and use of instructional materials are covered in detail in Procedure 4050.
  - a. **Books.** Titles selected for school library media centers must meet district selection standards. For all library books, cataloging must be obtained from a reliable source or through the Central Cataloging, Instructional Media Center, Instruction and Curriculum Division, Office of Instructional Support.
  - b. **Multimedia materials.** Titles selected for school library media centers must meet district standards. Selection may be made from sources that meet district selection criteria (e.g., State Instructional Materials Matrix, district instructional guides).
5. **Staffing.** Credentialed library media teachers, classroom teachers, and/or classified staff shall be selected and assigned through normal district procedures in cooperation with the Human Resources Division, Office of the Superintendent.
6. **Responsibilities**
  - a. **Library media teacher.** Coordinate all aspects of operating a library media center, such as collection development, program of services, budget, staff; evaluate all materials prior to purchase; and submit an annual report to the California Department of Education (CDE).
  - b. **Teacher.** Determine that specific library media materials assigned for classroom instructional purposes are appropriate to the educational needs, maturity, and ability levels of students.
  - c. **Instructional Media Center manager and curriculum resource librarian,**
    - (1) Assist the principal and school staff in:
      - (a) Developing a collection and purchasing appropriate equipment.
      - (b) Acquiring cataloging services for the districtwide library automation system.
      - (c) Using allocated funds (e.g., library book allocation, State Instructional Materials [SIM], specially-funded projects).
      - (d) Selecting staff and providing inservice instruction or training for staff and volunteers.

- (e) Developing a working plan that site staff can use in planning for new or remodeled facilities.
- (2) Prepare and distribute information regarding library media center services, as needed.
- (3) Assist with the design of new and remodeled library media facilities.
- (4) Assist in organizing collections and setting up operational procedures.
- (5) Provide recommended lists and/or catalogs of print and nonprint materials and suggest suitable titles from lists, upon request.
- (6) Provide assistance regarding compliance with criteria governing selection of library media materials.
- (7) Coordinate requests for support services (e.g., cataloging, processing, selecting, and purchasing).
- (8) Provide inservice instruction to the library media teacher, classroom teachers, library technicians, other clerical staff, and volunteers on the use, operation, and philosophy of library media centers.

**D. IMPLEMENTATION** (Section C.)

**E. FORMS AND AUXILIARY REFERENCES**

- 1. Horizon Manual, available from the Instructional Media Center
- 2. Secondary Library Book Order Form, Stock Item 22-L-3031

**F. REPORTS AND RECORDS**

- 1. Annual Report to CDE

**G. APPROVED BY**



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Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education