

**CLOVIS UNIFIED  
SCHOOL DISTRICT**

## INSTRUCTION

Instructional Materials and Equipment

**LIBRARY MEDIA CENTERS AND LIBRARY MATERIALS**

**PURPOSE:** To ensure that students and teachers are provided access to a wide variety of appropriate print and digital resources.

A. Statement of Policy

The Board recognizes that school libraries are an essential part of the school's educational program. By providing access to high-quality informational and supplemental resources, school libraries can deepen and personalize student learning to positively impact achievement and prepare students to become lifelong learners.

The Superintendent or designee may, in consultation with teacher librarians, classroom teachers, administrators, parents/guardians, and students as appropriate, develop and regularly update a plan for school libraries that describes the District's goals for school libraries and how funds will be distributed and used at school sites for the school library program. As appropriate, the plan may also address staffing, facilities, selection, and evaluation of materials, the development and maintenance of classroom libraries, prevention of loss and damage of library materials, prioritization of needs, and other related matters. The Superintendent or designee shall ensure that the library plan is aligned with the District and school plans as appropriate.

B. Staffing

The District may employ one or more teacher librarians at each school site who possess appropriate teaching credentials issued by the Commission on Teacher Credentialing. (Education Code 18120, 44868; 5 CCR 80024.6, 80053) The District may also appoint classified paraprofessionals to serve as library aides or library technicians. Volunteers may assist with school library services in accordance with law, board policy, and administrative regulation.

C. Selection

Library materials shall be evaluated and selected by teacher librarian and/or site principal through a process that invites recommendations from administrators, teachers, other staff/parents/guardians, and students as appropriate.

Library materials shall meet these criteria:

1. Contain current and accurate information.
2. Represent artistic, historic, and literary qualities.
3. Reflect diverse problems, aspirations, attitudes, and ideals of our nation.

**CLOVIS UNIFIED  
SCHOOL DISTRICT**

4. Be selected for their strengths rather than rejected for their weaknesses.
5. Contribute to the objectives of the instructional program.
6. Be appropriate for the age, grade, and ability levels of the students for whom they are selected.
7. Represent differing viewpoints on controversial subjects.
8. Meet national and professional library standards for high quality materials.

Gifts and sponsored materials shall be subject to the same criteria as materials selected for purchase by the District.

Selection is an ongoing process which shall include the removal of resources that are no longer appropriate and the replacement of lost and worn resources still deemed necessary and/or valuable.

Complaints regarding the appropriateness of library materials used in the District's educational program must be made according to the procedures outlined in Board Policy No. 1312.2 – Complaints Regarding Instructional Materials.

Adopted: 06/21/1995

Amended: 11/19/2003, 03/24/2004, 03/22/2006, 12/12/2007, 11/18/2020 (BP 3303 renumbered as BP 6163.1)

**EDUCATION CODE**

1703 Coordination of district library services by county superintendent

1770-1775 Provision of library services by county superintendent

18100-18203 School libraries

18300-18571 Union high school district/unified school district library district

19335-19336 Reading Initiative Program; recommended books

35021 Volunteer aides

44868-44869 Qualifications and employment of library media teachers

45340-45349 Instructional aides

**CODE OF REGULATIONS, TITLE 5**

16040-16043 School libraries

80023-80023.2 Emergency permits, general requirements

80024.6 Emergency teacher librarian services permit

80026-80026.6 Emergency permits

80053-80053.1 Teacher librarian services credential