III
District Standards for LMCs

- Library Leadership Team
- Standards of High Performance Elementary School Libraries
- Rational for Interfiling All Books
- Library/Collection Arrangement
- Classifying Designations for Library Learning Resources
- Book Classifications
- Labeling Your Library
- Dewey Decimal Number System for Kids
TITLE: District Standards for School Library Media Centers

NUMBER: BUL-6227

ISSUER: Donna Muncey, Ph.D., Chief
Office of Intensive Support and Intervention

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Integrated Library and Textbook Support Services

DATE: February 6, 2014

PURPOSE: To delineate the standards for creating a quality library media center.

MAJOR CHANGES: Revision of BUL-4399 of the same title, dated September 4, 2008, to reflect personnel and contact information changes.

BACKGROUND: An excellent school library media center positively impacts student achievement, fosters reading, supports information literacy, and nurtures lifelong learning. This bulletin lists ten District library standards to attain a quality library media center. Integrated Library and Textbook Support Services (ILTSS) will provide procedures and details to implement the standards through ongoing professional development and a revised elementary Manual of Practice.

GUIDELINES: DISTRICT STANDARDS FOR LIBRARY MEDIA CENTERS

Quality school library media centers meet the following District library standards:

- **Standard 1: Library Leadership Team**
  Every school has an active Library Leadership Team that works to ensure that all students have access to a quality library media center and its program. (See Attachment A)

- **Standard 2: Facility**
  Every school has a library facility which is a separate room of sufficient size to accommodate the students and learning resources. (See Attachment B for elementary standards; Attachment C for middle/high school standards)

- **Standard 3: Staffing**
  Every school, that is eligible, has, at a minimum, a trained certificated teacher librarian at the secondary level and a trained library aide at the elementary level.

- **Standard 4: Collection**
  Every school has plans and budgets for developing and maintaining a current, balanced collection of learning resources.
• Standard 5: *Policies and Procedures*

Every school writes and disseminates policies and procedures for the use of the library media center aligned with District library standards.

• Standard 6: *Technical Services*

Every school adheres to the District library standards related to the cataloging, processing, labeling, and arrangement of books. (See Attachment D)

• Standard 7: *Instruction*

Every school consistently uses the library media center and its learning resources as an integral part of the instructional program to implement District curriculum and Common Core State Standards.

• Standard 8: *Automation*

Every school adheres to the District library standards for library automation, including barcodes, software, hardware, and networks.

• Standard 9: *Needs Assessment*

Every school regularly assesses the needs of the school library media center and its program.

• Standard 10: *Evaluation*

Every school completes the annual online California Department of Education Library Survey.

**ASSISTANCE:** For assistance or further information, please contact the Valerie McCall, Coordinating Field Librarian (213) 241-2733, or Candace Seale, ITAF, at (213) 241-0366, or Esther Sinofsky, Administrative Coordinator, Integrated Library and Textbook Services, at (213) 241-2733.
The role of the Library leadership Team (LLT) is to develop written policies and procedures for managing the library media center and to monitor the implementation and revision of these policies and procedures. As a team the members establish a vision, goals, and objectives for the library media center and regularly evaluate their progress in meeting these goals and objectives.

[Please print or type names]

1. ___________________________ Chairperson
2. ___________________________ Library Staffer
3. ___________________________ Teacher (Grades K - 3 or 6 or 9) #1
4. ___________________________ Teacher (Grades K - 3 or 7 or 10) #2
5. ___________________________ Teacher (Grades 4 - 5 or 8 or 11) #3
6. ___________________________ Teacher (Grades 4 - 5 or 6 - 8 or 12) #4
7. ___________________________ Parent #1
8. ___________________________ Parent #2
9. ___________________________ Student #1
10. ___________________________ Student #2
11. ___________________________ Administrator
12. ___________________________ Local Public Librarian
13. ___________________________ Community/Business Reps
14. ___________________________ Community/Business Reps
15. ___________________________ Other
# Standards of High Performance Elementary School Library Media Centers

**SCHOOL**  

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## Facility

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| 1. | Square Footage (list in square feet)  
   |   |
| 2. | Linear feet of shelving  (list in feet)  
   |   |
| 3. | Literacy Garden  
   |   | Yes | No |
| 4. | Story Stairs  
   |   | Yes | No |
| 5. | Wonder of Reading  
   |   | (If yes, year)  
   |   |
| 6. | Library remodeled in last 5 years  
   |   | Yes | No |
| 7. | New school library built since 1990  
   |   | Yes | No |

## Staffing

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| 8. | Teacher Librarian  
   | (hours per week)  
   |   |
| 9. | Library Aide  
   | (hours per week)  
   |   |

## Library Leadership Team

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| 10. | Active Library Leadership Team  
   |   | Yes | No |
| 11. | Number of times the LLT meets during one school year  
   |   |   |
| 12. | Written polices and procedures are in place  
   |   | Yes | No |
| 13. | The LLT manages the selection and purchase of books  
   |   | Yes | No |

## Collection

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| 14. | Collection last weeded  
   | (year)  
   |   |
| 15. | Current number of books  
   |   |
| 16. | Current number of students  
   | (In year-round schools multiply students by .75)  
   |   |
| 17. | Current number of books per student  
   |   |

## Policies

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| 18. | All students are allowed to check out and take books home  
   |   | Yes | No |
| 19. | The number of books a student may check out at a time  
   |   |   |

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20. The LMC provides fixed, flexible, and open across for students and parents

21. Written policies and procedures are in place to support classroom libraries

## Management & Operation

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| 22. | Books are shelved in ★, ●, ▲, FIC, SC, 000-999, R, and P order  
   |   | Yes | No |
| 23. | All books (other languages, AR, Special collections) are interfiled into one standard library order  
   |   | Yes | No |
| 24. | Books are cataloged, processed, and labeled according to LAUSD specifications  
   |   | Yes | No |
| 25. | The LMC walls, sections, and shelves are properly labeled  
   |   | Yes | No |

## Technology

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| 26. | The Library Media Center is automated  
   |   | Yes | No |
| 27. | Number of computers in the library  
   |   |   |
| 28. | Square footage (from #1 under FACILITY) divided by number of computers  
   |   |   |
| 29. | Teachers and students have access to library online catalog from classrooms  
   |   | Yes | No |
| 30. | Mounted television monitor (>27") or projector  
   |   | Yes | No |
| 31. | Teachers and students use Digital Library Resources on the Internet in the LMC  
   |   | Yes | No |
| 32. | Teachers and students use Digital Library Resources on the Internet in the classrooms  
   |   | Yes | No |
| 33. | Telephone in LMC  
   |   | Yes | No |
| 34. | All students have LAUSD Single-Sign on accounts  
   |   | Yes | No |

## Program

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| 35. | The LMC program is integrated into the school’s instructional program  
   |   | Yes | No |

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Survey completed:  

Date:  

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LMC = Library Media Center  
LLT = Library Leadership Team  

Integrated Library and Textbook Support Services/01/21/2014
## FACILITY

1. Square Footage (list in square feet) __________
2. Linear feet of shelving (list in feet) __________
3. Literacy Garden
   - Yes ☐ No ☐
4. Story Stairs
   - Yes ☐ No ☐
5. Wonder of Reading
   - Yes ☐ No ☐ (If yes, year) __________
6. Library remodeled in last 5 years
   - Yes ☐ No ☐
7. New school library built since 1990
   - Yes ☐ No ☐

## STAFFING

8. Teacher Librarian (hours per week) __________
9. Library Aide (hours per week) __________

## LIBRARY LEADERSHIP TEAM

10. Active Library Leadership Team
    - Yes ☐ No ☐
11. Number of times the LLT meets during one school year __________
12. Written policies and procedures are in place
    - Yes ☐ No ☐
13. The LLT manages the selection and purchase of books
    - Yes ☐ No ☐

## COLLECTION

14. Collection last weeded (year) __________
15. Current number of books __________
16. Current number of students
    - (In year-round schools multiply students by .75) __________
17. Current number of books per student __________

## POLICIES

18. All students are allowed to check out and take books home
    - Yes ☐ No ☐
19. The number of books a student may check out at a time __________
20. The LMC provides fixed, flexible, and open across for students and parents
    - Yes ☐ No ☐

## MANAGEMENT & OPERATION

21. Books are shelved in FIC, SC, 000-999, R, and P order
    - Yes ☐ No ☐
22. All books (other languages, AR, Special collections) are interfiled into one standard library order
    - Yes ☐ No ☐
23. Books are cataloged, processed, and labeled according to LAUSD specifications
    - Yes ☐ No ☐
24. The LMC walls, sections, and shelves are properly labeled
    - Yes ☐ No ☐

## TECHNOLOGY

25. The Library Media Center is automated
    - Yes ☐ No ☐
26. Number of computers in the library __________
27. Square footage (from #1 under FACILITY) divided by number of computers __________
28. Teachers and students have access to library online catalog from classrooms
    - Yes ☐ No ☐
29. Mounted television monitor (>27") or projector
    - Yes ☐ No ☐
30. Teachers and students use Digital Library Resources on the Internet in the LMC
    - Yes ☐ No ☐
31. Teachers and students use Digital Library Resources on the Internet in the classrooms
    - Yes ☐ No ☐
32. Telephone in LMC
    - Yes ☐ No ☐
33. All students have LAUSD Single-Sign on accounts
    - Yes ☐ No ☐

## PROGRAM

34. The LMC program is integrated into the school’s instructional program
    - Yes ☐ No ☐

Survey completed: Date: _____/___/___

LMC = Library Media Center  LLT = Library Leadership Team
SCHOOL LIBRARY MEDIA CENTER
Standards of Practice

Rationale for Interfiling All Books

- Interfiling all books created on logical consistent system for finding books, a system that the students will need to learn in all libraries.

- Interfiling all books provides equal, efficient access for all readers.

- Interfiling Spanish and other language books gives all languages equal standing.

- Interfiling Spanish and other language books means that books by the same author are shelved altogether in the fiction sections.

- Interfiling Spanish and other language books means that on the same nonfiction subject, such as lions, are found in the same place regardless of language.

- Interfiling Spanish and other language books avoids institutional racism.

- Interfiling Accelerated Reader [AR] books, or other special collections, means that all books by the same author are found together, regardless of whether they are part of the AR program. Students who like one book by an author often want to read others.

- Interfiling AR books means that nonfiction books on a given subject are found where they are supposed to be found, with other books on that subject and with that call number.

- Interfiling AR books allows students doing a computer search on a topic to find all of the books in order on the shelf by call number.

- Interfiling AR books means that all students have access to the whole library, not just one small part, in their efforts to become readers.
LIBRARY ARRANGEMENT

Instructions: Label the diagram using the words below to reflect the recommended arrangement of books the library media center.

CLASSIFYING DESIGNATIONS FOR LIBRARY LEARNING RESOURCES

CLASSIFYING BOOKS
Books in the elementary school library media center of the Los Angeles Unified School District are classified in one of the eight ways described below. Knowing the characteristics of each type of book enables students and staff to more effectively locate needed resources.

1. PICTURE BOOK ( * )
   A fiction book that is dependent upon the interaction of text and numerous illustrations to convey meaning. Because the vocabulary is not limited, a picture book is appropriate for any grade level.

2. CIRCLE BOOK ( O )
   A fiction book with controlled vocabulary and large print that is appropriate for the beginning reader. Picture books with controlled vocabulary may be classified in this section.

3. TRIANGLE BOOK ( Δ )
   A fiction book in which the text conveys meaning independent of the illustrations. Numerous pictures enhance the text. Useful for the intermediate reader as a transition to longer books.

4. FICTION BOOKS ( Fic )
   A book of prose that may have some basis in fact but is primarily a product of the author’s imagination

5. STORY COLLECTION ( SC )
   A book that is a collection of fictional short stories or a single short story

6. NONFICTION BOOK (Dewey Number)
   An informational or factual book arranged on the shelves according to the Dewey Decimal Classification system. Special literary forms such as poetry, plays, and folklore are included.

7. REFERENCE BOOK (Ref + Dewey Number)
   An informational book which is designed to provide specific facts rather than be read from cover to cover.

8. PROFESSIONAL BOOK (P + Dewey Number)
   An informational or factual book written for the use of educators.
BOOK CLASSIFICATIONS

* STAR
Friend, Catherine
Henkes, Kevin
Jonas, Ann
Kuskin, Karla
Wallace, Nancy Elizabeth
Wood, Audrey

The Perfect Nest
Chrysanthemum
Reflections
Green as a Bean
Look! Look! Look!
Elbert's Bad Word

• CIRCLE
Barton, Byron
Eastman, P.D.
Hill, Eric
Hoff, Syd
Hurd, Edith Thacher
Lyon, George Ella

Where's the Bear?
Go, Dog, Go
Spot Goes to School
Stanley
Johnny Lion's Book
A Day at Camp Damp

^ TRIANGLE
Arnold, Caroline
Coerr, Eleanor
Egan, Tim
Guest, Elissa Haden
Jackson, Ellen
Marshall, James
Schwartz, Alvin

Wiggle and Waggle
Josephina Story Quilt
Dodsworth in New York
Iris and Walter and the Birthday Party
Cinder Edna
Fox Be Nimble
In a Dark, Dark Room

Fic FICTION
Baker, Barbara
Gantos, Jack
Hesse, Karen
Lowry, Lois
Park, Barbara
Winthrop, Elizabeth
Yolen, Jane

Third Grade Is Terrible
I Am Not Joey Pigza
Letters from Rifka
The Giver
Skinnybones
The Castle in the Attic
The Devil's Arithmetic
SC  STORY COLLECTION
Hanson, Mary  How To Save Your Tale
Jennings, Paul  Unmentionables
Marshall, James  Rats on the Roof and Other Stories
Nix, Garth  One Beastly Beast
Scieszka, John  The Stinky Cheese and Other Fairly Stupid Tales
Vivelo, Jackie  Chills Run Down My Spine

000-999  NONFICTION
Adler, David A.  A Picture Book of George Washington Carver
Brett, Jan  The Three Snow Bears
Brooks, Gwendolyn  Bronzerville Boys and Girls
Compton, Joanie  Ashpet
Maestro, Betty  The Story of Money
Markle, Sandra  Outside and Inside Snakes
Montgomery, Sy  Quest for the Tree Kangaroo
Siy, Alexandra  Sneezee!

R  REFERENCE
Career Discovery Encyclopedia
Childcraft
Dinosaurs of the World
Space Science
Scholastic Atlas of the World
World Book Encyclopedia

P  PROFESSIONAL
Bauer, Caroline Feller  Handbook for Storytellers
Krashen, Stephen  The Power of Reading
Sierra, Judy  Fantastic Theater
Trelease, Jim  The Read-Aloud Handbook
Wong, Harry K.  The First Days of School
Dewey Decimal Number System for Kids

000  GENERALITIES
  000  Computers, Loch Ness, Bigfoot, UFOs, Aliens
  020  Libraries
  030  Encyclopedias & World Record Books
  060  Museums
  070  Newspapers

100  PHILOSOPHY
  130  Ghosts, Witches & the Supernatural
  150  Optical illusions, Feelings
  170  Emotions, Values, Animal Rights

200  RELIGION
  220  Bible Stories
  290  Mythology, World Religions

300  SOCIAL SCIENCES
  300  Social Issues – Immigration, Racism, World Cultures
  310  Almanacs
  320  Government
  330  Money, Working
  340  Court System, Famous Trials
  350  Armed Forces – Army, Navy, Air Force, etc.
  360  Drugs, Environmental Issues, Police, Firefighters
  370  Schools, Careers
  380  Transportation,
  390  Holidays, Folktales, Fairy Tales

400  LANGUAGES
  410  Sign Language
  420  Dictionaries, Grammar
  430  German Language
  440  French Language
  450  Italian Language
  460  Spanish Language
  490  Hieroglyphics, Japanese Language

500  SCIENCE AND MATH
  500  Science Experiments, Science Sets
  510  Mathematics
  520  Stars, Planets, Astronomy, Space
  530  Physical Science – Force & Motion, Electricity, Magnetism, Light
  540  Chemistry, Atoms & Molecules, Rocks and Minerals
  550  Volcanoes, Earthquakes, Weather, Hurricanes, Tornadoes
  560  Dinosaurs, Prehistoric Animals, Fossils
  570  Forests, Rain Forests, Deserts, Mountains, Oceans, Evolution
  580  Plants, Flowers & Trees
  590  Animals & Insects
  592  Worms, Invertebrates
  593  Corals, Sea Invertebrates

www.cf.k12.wi.us/library/deweydecimal.htm
594  Seashells, Snails, Octopus
595  Insects, Spiders
596  Chordates
597  Fish, Frogs, Toads, Reptiles, Amphibians, Snakes
598  Birds
599  Mammals of the Land and Ocean, Whales

600  PEOPLE USING SCIENCE and TECHNOLOGY
600  Inventions
610  Human Body, Health
620  Rockets, Trains, Cars, Trucks
630  Farming, Farm Animals, Cats, Dogs, Pets, Horses
640  Cookbooks, Sewing
650  Secret Codes
660  How Food Is Made
670  Paper Making
680  Woodworking
690  Building

700  ARTS and RECREATION
710  Art Appreciation, History of Art
720  Houses, Buildings
730  Origami, Paper Crafts
740  Drawing, Crafts,
750  Painting
760  Printing
770  Photography
780  Music
790  Sports, Games, Magic, I Spy, Camping, Fishing, Racing, Hunting

800  LITERATURE
810  Poetry, Plays, Jokes
820  Shakespeare
860  Poetry in Spanish
890  Japanese Poetry, Haiku

900  GEOGRAPHY AND HISTORY
910  Explorer, Atlases
920  Flags, People (Collective Biography)
921  Biographies of Individuals
930  Archeology, Ancient Civilizations
940  Knights, Castles, World War I & II, European Countries
950  Asian & Middle Eastern Countries
960  African Countries
970  North & Central American Countries, Native American Tribes, American History, States
980  South American Countries
990  Pacific Islands, Australia, Hawaii, Arctic, Antarctica

www.cf.k12.wi.us/library/deweydecimal.htm