



## **6625.1: SCHOOL LIBRARIES**

The District's school libraries and teacher-librarians shall provide:

- A. Instruction that enables students, staff and the community to become proficient users of library resources.
- B. Information to teachers and administrators concerning sources and availability of instructional materials that will aid in the delivery of District approved curriculum.
- C. Opportunities for teacher-librarians, in cooperation with classroom teachers, to develop and deliver instructional units and activities using print and digital resources.
- D. Collaboration with teachers and students in the evaluation, selection, production, and uses of instructional materials.
- E. A collection of materials and resources that support user academic and personal needs and interests
- F. Assistance to teachers, administrators, and other school staff members in becoming knowledgeable about appropriate uses of library services, instructional materials, technology-based systems and equipment, and the integration thereof.
- G. Information and assistance to students, teachers, and administrators concerning copyright law, fair use guidelines, Creative Commons, and academic integrity through the ethical use of library resources.

The teacher librarian shall collaborate as an instructional partner and information specialist. Collaboration with classroom teachers and administrators shall develop students' information and technology skills, helping all students meet the content standards and indicators in all subject areas. Library services and resources shall be available for students and teachers during the entire school day.

The Superintendent or designee shall develop a District-wide School Library Plan. The District-wide School Library Plan shall describe the District's vision and goals for the District's libraries. As appropriate, the Plan may address facilities, selection and weeding procedures, and prioritization of needs or other related matters. The Superintendent or designee is encouraged to consult with affected stakeholders in the development of the District-wide School Library Plan.

Responsibility for the selection of library materials is delegated to the professional teacher-librarian through the building principal. The selection process shall invite recommendations from administrators, teachers, other staff, parents/guardians, and students as appropriate. Library materials are those that include, but are not limited to, print, non-print, periodicals, online databases, digital and multi-media resources, supplies, and equipment that are critical to the support and enhancement of the curriculum and educational program. Library materials should be continually reevaluated in relation to evolving curriculum, new formats of materials, new instructional methods, and the needs of students and teachers. These materials are housed in and accessed through the library for use by the entire learning community of the school.

Library materials acquisition shall, at a minimum, follow Nebraska Department of Education, Rule 10 guidelines, using vendors approved by the District, and processed through the District's Department of Library Services. All library acquisitions and other designated materials shall be cataloged in the District provided library management system.

Libraries shall be staffed, at a minimum, to follow Nebraska Department of Education, Rule 10 guidelines.

Challenges regarding the appropriateness of library materials shall be addressed using the District's procedures for complaints regarding instructional materials.

**Date of Adoption**

February 21, 2011

**Date of Revision**

February 19, 2018

**Related Policies and Rules**

[6625: School Libraries](#)

[1310: Complaints: School Personnel / Instructional Materials](#)

[1310.2: Complaints: Instructional Materials](#)

**Legal Reference**

Neb. Rev. Stat. § 79-318; Title 92, Nebraska Administrative Code, Chapter 10, Section 006.01; 006.01A - 006.01D; and 007.04