

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: ACG, ACG-RA, EDB-RA
Responsible Office: Instruction and Program Development
Instructional Support Programs

School Library Media Center

I. PURPOSE

To describe the function and services of the School Library Media Center

II. BACKGROUND

The school library media centers of Montgomery County Public Schools (MCPS) provide comprehensive services related to the use of all types of materials and equipment to support the school instructional program. The school library media center functions as a coordinating service and teaching agency, to facilitate access to information, both locally and globally, through the Research Learning Hub, electronic research tools and traditional resources.

III. RESOURCE MATERIALS FOR MEDIA COLLECTIONS

- A. The school library media center collection includes all the instructional materials that are housed in a school regardless of location. Information concerning these print, electronic, and nonprint resources is maintained in the MCPS online catalog.
- B. The school library media center collection provides a wide variety of resources to support and complement the instructional program, to stimulate students to explore vocational and professional fields, and to read for pleasure.
- C. The school library media center collection also includes all equipment in the research learning hub as well as other audiovisual equipment circulated from the media center to support the school's instructional program.

IV. SERVICES OF THE SCHOOL LIBRARY MEDIA CENTER

The library media specialist shall act as an informational specialist, teacher, instructional resources consultant, collection developer, and facilities manager to ensure that staff, resources and equipment

are readily accessible to both students and staff; and to plan with teachers school library media instruction based on student needs and research topics.

Instruction and assistance are provided in the school library media center for students and teachers to: read, listen, and view; utilize technology, use effective research strategies to access information; prepare instructional materials; and work individually, in small groups, or in class groups.

A. Program Administration

The library media specialist will:

1. Plan, implement, and evaluate a comprehensive program of school library media services
2. Plan with administration and staff for the integration of resources and media skills learner outcomes of School Library Media Programs throughout the curriculum
3. Plan and coordinate a comprehensive program of services and instruction for students and staff that includes information technologies such as Global Access, Research Learning Hubs, networked CD-ROMS, software, and TV studio utilization as well as traditional resources
4. Provide leadership for implementation of Research Learning Hub and other information technologies and resources into the school instructional program
5. Plan cooperatively with teachers and assist in teaching an integrated program of instruction in the utilization of technology in reference, research, study skills, and multi-media production
6. Create an environment that encourages all students to utilize information resources and become lifelong readers
7. Supervise supporting clerical and technical staff assigned to the media center
8. Prepare short and long range plans for keeping the resources collection and network technology current
9. Manage the research learning hub technologies
10. Participate in the school Instructional Leadership Management process team

11. Maintain a cooperative relationship with the public library staff

B. Student Instruction

The library media specialist will:

1. Teach information retrieval skills to students
2. Prepare students to evaluate the relevancy, authority, and accuracy of information located on electronic sources such as Internet, online databases, Research Learning Hubs, Sailor, World Wide Web, and in traditional resources
3. Individualize instruction for special populations such as ESOL, special education, Title I, and gifted and talented
4. Instruct students and staff in the use of presentation software, video production and the development of multimedia productions
5. Provide literature enrichment and activities

C. Staff Training and Professional Development

The library media specialist will:

1. Plan with building level administration, team leaders and/or resource teachers to provide a comprehensive program for staff development, focusing on media technology instruction
2. Initiate and coordinate training of school-based staff in the use of electronic resources, multimedia production, telecommunication, and other library media resources
3. Provide access to professional materials for teacher reference and for general professional reading, viewing, and listening
4. Continuously update personal knowledge about new technologies, learning theories, and instructional strategies to share with staff
5. Correlate all new courses of study with the resources of the school library media center

D. Collection/Facilities Management

The library media specialist will:

1. Evaluate, select, and maintain a collection of materials, from print to the newest information technologies that support the school-wide curriculum and are appropriate to varying levels of student ability and interests
2. Visit Evaluation and Selection in the Department of Materials Management a minimum of one-half day a month to examine and evaluate new materials
3. Provide opportunities for the faculty and students to participate in the selection and evaluation of materials
4. Compile bibliographies and reading lists, provide addresses for useful telecommunication sites, and prepare exhibits and displays of new or current materials that support the curriculum
5. Plan an annual budget for acquisition of media center resources and telecommunication services
6. Maintain accurate records as required for state, county, and school reports
7. Prepare and submit quarterly and annual reports as required to School Library Media Programs and other offices as specified in each report

E. Facilities Management

The library media specialist will:

1. Establish a school library media center atmosphere that is conducive to learning, is the hub of the school's instructional program, the center for student learning activities, and houses the Research Learning Hub and a wide variety of resources that provide curricular support for teachers and students
2. Maintain a school library media center that is open throughout the school day and for at least one-half hour before and after school, and at all times, is staffed by responsible library media center staff (A flexible schedule is implemented to provide students and staff maximum access to resources.)

3. Maintain a school library media center that is not closed for meetings or other activities unless directed by the principal
4. Circulate if possible, materials to students beginning the first day of school, and ending ten days prior to students' last day of school (Research and reference services may continue to be available to students through the last day of school.)
5. Establish rules of expected student behavior and responsible use of materials and equipment that are posted and/or published in a faculty and student handbook, as is appropriate, and consistently enforced

F. Community Outreach

The library media specialist will:

1. Communicate the school library media program to the broader school community including parents, businesses, and public libraries through meetings, articles, and special programs
2. Develop outreach activities to communicate the school library media program to the community's multicultural population
3. Promote information access, knowledge and literacy through a variety of activities, visual displays and communications

V. SUMMER SERVICES OF SCHOOL LIBRARY MEDIA SPECIALISTS

- A. Services of school library media specialists during the summer months are determined by the following programs offered within the county:
 1. Service to summer school instructional centers
 2. Community service to children and other residents
 3. Service to workshops and training activities
- B. When either summer school or workshop activities are taking place, school library media centers will be open and a media specialist will be assigned.

C. Summer assignments of library media specialists are made by the director of School Library Media Programs in the Department of Instructional Support Programs. School library media specialists who desire employment should follow guidelines published in the annual Summer Supplemental Employment Activities Information booklet.

D. Summer School Library Media Center Programs

The following rules govern the summer programs of the school library media center:

1. Books are circulated for one week and may be renewed
2. No fines are charged for overdue books
3. Borrowers are responsible for lost materials
4. Children using the service must be of school age
5. All other rules and regulations are established by the on-site media specialist in accordance with standard MCPS policy guidelines governing school library media centers. They are posted or published and distributed, as appropriate, and consistently enforced
6. A report is submitted to the director of School Library Media Programs in the Department of Instructional Support Programs, at the end of the summer program

VI. EXTENDED USE OF HIGH SCHOOL LIBRARY MEDIA CENTERS

- A. The high school library media center will be open for extended hours. The hours are to be agreed upon by the principal and media specialist.
- B. Extended hours use will be supervised by a qualified library media specialist.
- C. All school policies and regulations are in effect during the hours of extended service and apply to all persons using the service.
- D. All participants must register each evening they use the school library media center.
- E. A bimonthly report of attendance is submitted to the director of School Library Media Programs in the Department of Instructional Support Programs.

VII. ESTABLISHING NEW SCHOOL LIBRARY MEDIA CENTERS

- A. The director of School Library Media Programs in the Department of Instructional Support Programs is responsible for opening new media centers.
- B. The Evaluation and Selection Unit in the Department of Materials Management will select a basic collection of print and nonprint materials for opening schools.
- C. Library Media Center Automation and Processing Support Unit (LMCAPS) of the Department of Materials Management orders, classifies, and catalogs the materials as they are received from vendors.
- D. A summer preparation team under the supervision of the director of School Library Media Programs physically prepares the school library media center for use, shelving the collection, establishing the school's electronic catalog, inventorying the collection, and otherwise preparing the school library media center for use by the first day of classes or, whenever possible, by the day teachers report for duty.
- E. The director of School Library Media Programs in the Department of Instructional Support Programs, when necessary, is responsible for the temporary reassignment of media specialists and media assistants to prepare new school media centers.

VIII. CLOSING SCHOOL LIBRARY MEDIA CENTERS

The director of School Library Media Programs in the Department of Instructional Support Programs is responsible for disseminating all school library media center print and nonprint materials contained in the media center's inventory.

- A. The library media specialist will weed the collection and complete all duties related to the inventory of print, nonprint, and equipment.
- B. The director of School Library Media Programs in the Department of Instructional Support Programs, media specialist of the receiving school, media specialist of the closing school, principals, and other designated faculty will meet to:
 - 1. Identify items to be transferred to receiving school
 - 2. Identify disposition of items not to be sent to receiving schools, i.e., surplus

3. Transfer materials from the closing school according to the agreed-upon plan using a summer preparation team under the supervision of the Director of School Library Media Programs

Administrative History: Formerly Regulation No. 365-4, February 5, 1968; directory information updated January, 1983; revised May 2, 1988; revised November 4, 1996.