

# REGULATION

## MONTGOMERY COUNTY PUBLIC SCHOOLS

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**Related Entries:** EDB-RA, IGS, IGT-RA, IIB, IIB-RA, KBA-RB  
**Responsible Office:** Department of Instructional Programs  
**Related Source:** *Code of Maryland Regulations (COMAR) 13A.05.04.01*

### School Library Media Programs

#### I. PURPOSE

To establish the essential functions of school library media programs and to set forth guidance for the operation of Montgomery County Public Schools (MCPS) library media centers.

#### II. BACKGROUND

Information literacy is a major component of college preparedness and workforce readiness and is central to the academic achievement of all students. The school library media program supports student achievement by collaborating with classroom teachers to integrate instruction of information literacy and information technology skills into the content curriculum and to ensure that students and staff are effective users and creators of ideas and information.

The MCPS school library media program meets the Maryland State Department of Education *Standards for School Library Media Programs in Maryland*. The program adheres to the *Maryland State Curriculum in Information Literacy Skills* and incorporates technology tools consistent with the *Maryland Technology Literacy Standards for Students*.

#### III. OPERATIONAL GUIDELINES

##### A. Integration of Information Literacy Skills into Instruction

1. Each school library media program has an action plan that is aligned with and integrated into the school's improvement plan.
2. School library media specialists plan collaboratively with classroom teachers and other staff to develop and implement lessons that teach and assess

information literacy skills in the context of the curriculum by incorporating the inquiry process to solve an information need and/or a research question:

- a) Formulate questions, identify and locate appropriate resources, and evaluate information to determine its relevancy and validity;
- b) Record and organize information found in print, nonprint, and digital formats;
- c) Interpret, analyze, synthesize, and revise information to create new knowledge;
- d) Share findings and conclusions in an ethical manner, understanding principles of intellectual property and the standards for ethical use of information in the production of student work;
- e) Develop an appreciation of literature and pursuit of reading for academic success and personal enjoyment;
- f) Assess information literacy skills in the context of the curriculum;
- g) Assess information literacy skills to determine and identify areas of strength and weakness; and
- h) Share data analyses of student skills with school leadership teams.

**B. Library Media Centers**

School library media centers are conducive to learning and provide all students and staff members with equitable and timely access to ideas and information.

**1. Accessibility**

- a) The school library media center will be open throughout the school day and staffed by library media center staff.
- b) School leaders, in collaboration with library media specialists, are responsible for developing a schedule that provides the following for students and staff:
  - (1) Access for browsing and borrowing materials, and individual research

- (2) Opportunities for whole class instruction in information literacy skills within the context of the curriculum
  - c) Individual schools establish guidelines that ensure before- and after-school access to the school library media center resources by students and staff.
  - d) The school library media center will be closed only for meetings or other activities on limited occasions as directed by the principal.
  - e) School library media staff members establish, communicate, and consistently apply rules of expected behavior and ethical use of resources, the Internet, and equipment by school library media center patrons in accordance with Board of Education policies and MCPS regulations.
2. Staffing, Professional Development, and Performance Criteria
- a) School library media centers are staffed by certified school library media specialists, and additional staff members as appropriate.
  - b) School library media staff members regularly participate in professional development opportunities in the following areas as appropriate to their positions:
    - (1) Curriculum implementation
    - (2) Collection development
    - (3) Information technology
  - c) School library media staff members adhere to standards and performance criteria published by the Office of Human Resources and Development.
3. Collections
- a) School library media collections are selected and evaluated consistent with MCPS Regulation IIB-RA: *Evaluation and Selection of Instructional Materials and Library Books*, to ensure that materials in the collection support curricular requirements and instruction, engage

students in free choice and independent reading, and are diverse in content and format, in response to stakeholder feedback.

- b) Collections are accessible, well-organized, and maintained to ensure that materials are current and in good condition. Information concerning these print, electronic, and nonprint resources is maintained in the MCPS online catalog.
- c) Collections are reviewed at the collection development meetings conducted by the School Library Media Programs Unit.

4. Circulation

- a) Circulation of materials to students and staff begins the first day of school and ends 10 days prior to the students' last day of school.
- b) Research and reference services continue to be available to students and staff through the last day of school.

5. Budget and Accountability

- a) School library media funds are used to maintain collections that meet the minimum standards set forth in the Maryland State Department of Education (MSDE) *Standards for School Library Media Programs in Maryland*.
- b) School library media staff members are accountable for the library media center inventory and use of resources required by MSDE and the School Library Media Programs Unit.

C. Community Outreach

School library media staff members establish partnerships with parents, community members, and public libraries through a variety of activities, special programs, and visual displays to support learning.

D. Professional Library

- 1. The library collection is developed on a continuous basis to support the educational information and research requirements of school system staff.
- 2. The primary categories of services provided to the patrons include access to appropriate information resources, reference and consultation services,

library instruction, the development of search tools, research assistance, and circulation of print materials.

3. Library instruction will be arranged for whole class instruction by faculty and staff in collaboration with the librarians on site at The Universities at Shady Grove (USG) campus, or at sites where MCPS staff are attending Continuing Professional Development courses.
4. The Professional Library hours follow the USG schedule.

**IV. SUMMER SERVICES OF SCHOOL LIBRARY MEDIA CENTERS**

- A. Services of school library media centers during the summer months are determined by the programs offered within the county.
- B. All school policies and regulations are in effect during the hours of extended service and apply to all persons using the service.

**V. ESTABLISHING NEW SCHOOL LIBRARY MEDIA CENTERS**

- A. The supervisor of School Library Media Programs is responsible for assisting principals as requested in the opening of new school library media centers, the selection of school library media staff, and the development of a school library media program.
- B. The Evaluation and Selection Unit will select a basic collection of print and nonprint materials for opening schools.
- C. The Media Processing Services Unit of the Department of Materials Management places orders, catalogs, and processes the materials as they are received from vendors.
- D. A summer preparation team, under the supervision of the supervisor of School Library Media Programs, physically prepares the school library media center for use.

**VI. CLOSING SCHOOL LIBRARY MEDIA CENTERS**

When a school closes, the supervisor of School Library Media Programs is responsible for coordinating the dissemination of all school library media center print and nonprint materials contained in the library media center's inventory.

- A. School library media staff members complete all duties related to the inventory of print and nonprint materials and equipment.

- B. The supervisor of School Library Media Programs, school library media staff, principals, and other designated faculty of the receiving and closing schools will meet to—
1. identify items to be transferred to receiving schools;
  2. identify disposition of items not to be sent to receiving schools (i.e., surplus);  
and
  3. transfer materials from the closing school according to the agreed-upon plan using a preparation team under the supervision of the supervisor of School Library Media Programs.

**Regulation History:** Formerly Regulation No. 365-4, February 5, 1968; directory information updated January, 1983; revised May 2, 1988; revised November 4, 1996; revised November 19, 2010; revised January 25, 2013.