The District Administrator shall ensure that the District's staffing plan, whether via employment or via contracted services, includes a licensed library media person who is designated to direct and coordinate the District's library media program. Under the administrative direction and supervision of the Directors of Curriculum and Instruction, the licensed individual shall:

1. Coordinate the formulation and periodic review and updating of the District's written, long-range plan for library services.

2. Work with supervising administrators to ensure that any proposed substantive revisions to the long-range plan are presented to the School Board for approval. Data documented in the plan may be updated without any additional Board approval.

At a minimum, the District's long-range plan for library services development shall:

2. Incorporate goals and related action steps to guide the future direction of the District's library and media services, including goals that address at least one or more of the following priority areas:

    a. Developing and implementing the District's student curriculum through instruction relating to areas such as literacy, research and inquiry, critical thinking, and effective and responsible use of technology.

    b. Providing effective and equitable access to resources, including technology resources that facilitate successful learning.

    c. Developing and maintaining the District's collection of library media resources, across multiple formats and different types of content, in a manner that facilitates the District's compliance with its statutory and regulatory obligations to make available to students a current, balanced collection of resources which, in an unbiased manner, reflects the cultural diversity and pluralistic nature of American society.

    d. Strengthening instructional partnerships and collaboration among the District's classroom teachers and the District's licensed library staff, including leveraging the contributions of non-licensed paraprofessionals.

    e. The role of the library media specialist(s) in planning, providing, or otherwise facilitating staff professional development.

    f. Creating and improving the physical and virtual spaces that promote inquiry, creativity, collaboration, and community.

    g. Cultivating community connections to promote engagement, access, and lifelong learning.

3. Incorporate the District's library media materials selection policies and procedures, including the procedures for submitting and addressing complaints that request reconsideration of any such materials.

4. Document examples of policies, procedures, services, or resources that reflect efforts directed at legal compliance, including at least in the areas of copyright, student data privacy, and Internet safety.

5. Include data, or a summary analysis of data, that is deemed relevant to assessing progress on goals and to performing an ongoing needs analysis related to library services.

6. Include a statement of any relevant budgetary information, such as any future-oriented budget projections or budget requests, with respect to the District budget components that support the services and goals of the library program.

7. Establish a procedure and timeline for the periodic evaluation and future development and revision of the plan.

Legal References:

Wisconsin Statutes

Section 43.72   [library exchanges]
Section 120.12(1)   [board duty; care, control and management of school property]
Section 121.02(1)(h) [school district standard; requirement to provide adequate library services]

Wisconsin Administrative Code

PI 8.01(2)(h)   [detail of the state library media services standard; includes the mandate to maintain a written and board-approved long-range plan for library services]

Cross References:

WASB PRG Sample Policy 1

Adoption Date: April, 2023