

FLEXIBLE LIBRARY SCHEDULE

Library Monitoring Rubric - Section 2.1
 Librarian Growth Rubric - Standard 13
 School Library Guide - Section 3.7



Block/Time	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Duties 7:00-7:30	Open Library Time	Open Library Time	Open Library Time	Open Library Time	Open Library Time
1st Block 7:35-9:10	Open Library Time	Open Library Time	Open Library Time	Open Library Time	Open Library Time
Break 9:10-9:20	Open Library Time	Open Library Time	Open Library Time	Open Library Time	Open Library Time
2nd Block 9:20-11:00	Open Library Time	Open Library Time	Open Library Time	Open Library Time	Open Library Time
3rd Block 11:00-1:00	Open Library Time	Open Library Time	Open Library Time	Open Library Time	Open Library Time
Planning 12:00-12:45	Library Administration Lunch	Library Administration Lunch	Library Administration Lunch	Library Administration Lunch	Library Administration Lunch
4th Block 1:00-2:45	Open Library Time	Open Library Time	Open Library Time	Open Library Time	Open Library Time
Afternoon Duties 2:55-3:15	Shelving	Shelving	Professional Training	Shelving	Shelving

NOTE: The high school library is completely flexible and librarians should meet with teachers to plan library time and collaborative units. The high school librarian’s planning time can be rearranged during the day to better fit the needs of the classes.

Calendar is based on full-time high school librarian. According to the weekly schedule, the librarian receives less than the required 25% of the weekly schedule to complete library administrative duties. However, with a flexible schedule, the librarian can use the available time in between classes and meeting with teachers to complete any library administrative duties.