

# LIBRARY SCHEDULES

Library Monitoring Rubric - Section 2.1

Librarian Growth Rubric – Standards 5 and 6

School Library Guide - Section 3.7

## GUIDELINES FOR LIBRARY SCHEDULING

Weekly schedules that list whole-class and small-group instruction, special programs, planning times, and other planned library activities should be available in the library and online for documentation of library use throughout the year.

- The librarian, with the assistance of the administration, sets the schedule. The schedule is posted and available at all times.
- The library should be open for student use at all times. It should not be closed for non-library purposes this includes testing and teacher meetings without a non-traditional school day policy. See Non-Traditional School Day Policy (*School Library Guide* - p. 29) for more information.
- Twenty-five percent of the librarian’s time should be spent in the administration of the library program and planning library lessons that support curriculum taught in the classroom. During this time, students and teachers, within reason, may still use the library. This constitutes the school librarian’s “planning period.”
- The librarian should have scheduled lunchtime whether that is with or without a class.

### Types of schedules

- Flexible scheduling is a scheduling arrangement that allows for variation in library use. Classes are scheduled as the result of collaborative planning for use and instruction to integrate with the classroom curriculum. With flexible scheduling the library is considered an extension of the classroom.
- Partially flexible scheduling is often seen in elementary schools where classes are scheduled at regular times to have contact with the librarian for exposure to read aloud stories and instruction in library skills.
- With fixed scheduling each class is scheduled into the library for a regular, fixed period. Although this type of schedule or some variation of it is more commonly seen in elementary schools, partially flexible scheduling is a preferable alternative.

### Open Access

Students and teachers should have access to the school library’s resources and materials at all times. That can become difficult when the library/librarian is used for different purposes. Establishing open access policies can enable that students and teachers have the ability to use all of the library’s print and non-print resources and materials.

## **AASL: Position Statement on Flexible Scheduling**

The library program is fully integrated into the educational program so that students, teachers, and school librarians become partners in learning. This integration strengthens the teaching for learning process to ensure students are active learners who guide and continually assess their learning process. Open access to a quality school library program is essential for students to develop the vital skills necessary to analyze, evaluate, interpret, and communicate information and ideas in a variety of formats. Inquiry skills are taught and learned within the context of the curriculum and may occur in the classroom, the library, or at home with 24/7 accessibility to a wide range of resources, technologies, and services.

The integrated library program philosophy requires an open schedule that includes flexible and equitable access to physical and virtual collections for staff and students. Classes must be flexibly scheduled into the library on an as needed basis to facilitate just-in-time research, training, and utilization of technology with the guidance of the teacher who is the subject specialist, and the librarian who is the information process specialist. The resulting lesson plans recognize that the length of the learning experience is dependent on learning needs rather than a fixed library time. Regularly scheduled classes in the school library to provide teacher release or preparation time prohibit this best practice. Students and teachers must be able to come to the library throughout the day to use information sources, read for pleasure, and collaborate with other students and teachers.

Collaboration with classroom teachers to design, implement and evaluate inquiry lessons cultivates high level learning experiences for students and is the catalyst that makes the integrated library program work. The teacher brings to the planning process knowledge of subject content and the student needs. The school librarian contributes a broad knowledge of resources and technology, an understanding of modern teaching methods, and a wide range of strategies that may be employed to help students learn inquiry skills. Together they are able to provide differentiated and adaptable experiences for students of all abilities and interests to meet the requirements of the curriculum.

The responsibility for flexibly scheduled library programs must be shared by the entire school community: The Board of Education, District Administration, Principal, School Librarian, Teachers, and the Library Support Staff.

<http://www.ala.org/aasl/advocacy/resources/statements/flex-sched>



**MS Department of Education**  
SCHOOL LIBRARY PROGRAM

## FLEXIBLE LIBRARY SCHEDULE

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:** 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. The high school library should be flexible allowing librarians to 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.

## PARTIALLY FLEXIBLE LIBRARY SCHEDULE

Block/Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:30-7:45	Open Library Time 2nd Grade	Open Library Time 2nd Grade	Open Library Time 2nd Grade	Open Library Time 4th Grade	Open Library Time 4th Grade
7:45-8:00	Open Library Time 3rd Grade	Open Library Time 5th Grade	Open Library Time 5th Grade	Open Library Time 4th Grade	Open Library Time 3rd Grade
8:00-8:40	Reading Intervention	5th Grade Class	5th Grade Class	Reading Intervention	Library Administration
8:40-9:20	Reading Intervention	Reading Intervention	Reading Intervention	Reading Intervention	
9:20-10:00	Library Administration	Library Administration	Reading Intervention	Library Administration	
10:00-10:40	2nd Grade	2nd Grade	Library Administration	2nd Grade	Open Library Time
10:40-11:20	1st Grade	1st Grade	1st Grade	Reading Intervention	
11:20-11:50	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
11:50-12:30	4th Grade	4th Grade	4th Grade	Library Administration	Library Administration
12:30-1:10	3rd Grade	Reading Intervention	3rd Grade	3rd Grade	
1:10-1:50	Library Administration	Kindergarten	Kindergarten	Kindergarten	
1:50-2:15	Silent Reading	Silent Reading	Silent Reading	Silent Reading	Silent Reading
2:15-2:30	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal
2:30-3:30	Faculty Meeting	PLC Meeting	Professional Training	Library Advisory Meeting	Reading Meeting

**NOTE:** Calendar is based on half-time elementary librarian who also serves as the school’s reading coach. According to the weekly schedule, the librarian receives the required 25% of the weekly schedule to complete library administrative duties. The time is split 43% in the elementary library and 31% as the reading interventionist. Teachers may sign up to use the library during Library Administration time for their own lessons or to work collaboratively with the librarian. Certain areas of the library can be designated for small groups to use throughout the day.

## FIXED LIBRARY SCHEDULE

Block/Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:10-7:30	Morning Duty Post				
7:30-8:30	4th-6th Open Library Time				
8:30-9:30	Library Administration				
9:30-10:00	6th grade	6th grade	6th grade	6th grade	6th grade
10:10-10:40	1st grade	1st grade	1st grade	1st grade	1st grade
10:50-11:10	Kindergarten	Kindergarten	Kindergarten	Kindergarten	Kindergarten
11:20-11:50	2nd grade	2nd grade	2nd grade	2nd grade	2nd grade
12:00-12:30	5th grade	5th grade	5th grade	5th grade	5th grade
12:40-1:10	LUNCH				
1:20-1:50	4th grade	4th grade	4th grade	4th grade	4th grade
2:00-2:30	3rd grade	3rd grade	3rd grade	3rd grade	3rd grade
2:30-3:30	Professional Training	Shelve Books	Shelve Books	Shelve Books	Clean

**NOTE:** Each library block is 30 minutes with a 10-minute break between each class to give the librarian time to clean up and prepare for the next class. This can be changed to get more classes in the day. The morning schedule will allow for open library time and library planning with the afternoon schedule will give the librarian time to shelve books and prepare for the next day.