

Library Media Program/Curriculum Alignment

An effective library program:

- *integrates into all areas of the curriculum through the use of an information search process;*
- *incorporates collaboration between the library media specialist and teachers;*
- *includes examples of curriculum/technology integration;*
- *addresses copyright and plagiarism issues;*
- *and promotes reading, writing, and visual literacies.*

Calendar Month	Curriculum Alignment	Library Programming	Operational Procedures
August	<p>Teachers and library media specialists should collaborate to plan and teach major and mini-units that integrate information skills and content standards into the curriculum for student learning to be meaningful.</p> <p>* The <i>attached standards-aligned K-12 matrix</i> provides the framework for teaching essential skills that will enable students to become skilled thinkers, researchers, and problem solvers using the state's research process model, <i>FINDS</i> (Focus, Investigate, Note, Develop, Score).</p>	<ul style="list-style-type: none"> • Library Media Orientation for staff, students, and parents on school/district print and digital resources. • Promotion/scheduling of district's videoconferencing instructional programs • Coordinate with neighboring Public Library to promote <i>Library Card Sign Up Month</i>. • Convene with the Media Advisory Committee to assess program needs. 	<ul style="list-style-type: none"> • Meet with administrator to get the preliminary amount allocated for library media purchases. • Discuss with bookkeeper/budgetkeeper ordering procedures for items that need to be processed for circulation. • <u>Ongoing</u> collection development, evaluation, and purchase of quality literature and instructional materials to support curriculum standards and the demographic make up of the school and community. • <u>Ongoing</u> monitoring of Library. Solution circulation reports (i.e., Age of Collection, Student Obligations)
Sept.	<p>* <i>See attached standards-aligned K-12 matrix.</i></p>	<p>Promote, organize, & schedule annual Reading Motivation programs:</p> <ul style="list-style-type: none"> • <i>Reading Across Broward</i> • Promotion of the state book list • Guest authors and storytellers • Guest readers or guest celebrity readers • Book fairs • Author birthday celebrations 	<ul style="list-style-type: none"> • <u>Ongoing</u> "consideration file" of items to be ordered based on reading reviews, noting gaps in the existing collection; and soliciting input from teachers, students, and administrators. • Prepare and submit budget and internal accounts orders and give to bookkeeper/budgetkeeper. • Prepare orders against the



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		<i>Banned Book Week</i> (Sept. 27-Oct.4)	Instructional Materials funds that were allocated by Learning Resources & Instructional Materials.
Oct.	* See attached standards-aligned K-12 matrix.	<i>Teens Read Week</i> – Oct.12-18	<ul style="list-style-type: none"> Continue preparation of budget orders and orders against the Instructional Materials allocation.
Nov.	* See attached standards-aligned K-12 matrix.		<ul style="list-style-type: none"> IM orders due to Learning Resources & Instructional Materials (copy bookkeeper/budgetkeeper).
Dec.	* See attached standards-aligned K-12 matrix.		<ul style="list-style-type: none"> Continue to track expenditures.
Jan.	* See attached standards-aligned K-12 matrix.		<ul style="list-style-type: none"> Continue to track expenditures.
Feb.	* See attached standards-aligned K-12 matrix.		<ul style="list-style-type: none"> Continue to track expenditures.
March	* See attached standards-aligned K-12 matrix.	<p>Teen Tech Week – Mar. 8-14</p> <p>Voting for <i>Sunshine State Young Reader's Award Program</i> (elem./middle) - Mar. 17th -Apr. 11th</p> <p>End of Recording Titles for <i>Reading Across Broward</i> (March 31st)</p>	<ul style="list-style-type: none"> Verify that all budget and internal accounts funds have been spent.
April	* See attached standards-aligned K-12 matrix.	<p><i>School Library Media Month</i></p> <p><i>National Poetry Month</i></p> <p>Deadline to submit votes for <i>Sunshine State Young Reader's Award Program</i> – Apr. 11th (elem./middle)</p> <p>Deadline to submit <i>Jim Harbin</i> Award entries (Apr. 15th)</p> <p>Deadline to submit results of voting for <i>FRA Children's Book Award</i></p>	<ul style="list-style-type: none"> Review all purchase orders and contact vendors regarding outstanding items.



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		<p><i>(Elem.) – April 15th</i></p> <p>Voting for <i>Teens Read Awards</i> (HS)</p> <p>National <i>TV Turn-Off Week</i> (3rd Week of April)</p> <p>Deadline to submit count to LRIM for <i>Reading Across Broward Certificates</i> (3rd Week of April).</p> <p>Children’s Day/Book Day Apr. 30th</p>	
May	* <i>See attached standards-aligned K-12 matrix.</i>	<p><i>Get Caught Reading Month</i></p> <p><i>Reading Across Broward</i> recognition of certificate recipients</p>	<ul style="list-style-type: none"> • Prepare and submit orders for newspapers and magazines for the next school year, using next year’s funds. • Meet with Bookkeeper/ Budgetkeeper to work on budget page of <i>Annual Report</i>. • Meet with Principal to review <i>Annual Report</i>. (Principal and media specialist must sign last page.) • Mid May – End of Book checkout for students
June			<ul style="list-style-type: none"> • <i>Annual Report due.</i>

LibraryProgramCalendar 3/2/09kp

