

Fayette County Public Schools

Library Media Specialists Extended Employment

Because of extended employment for media specialists, Fayette County Public Schools library media centers are able to open for students and teachers on the first day of school and they can remain open throughout the year and through the last day of school for students and teachers. The extended employment period for media specialists begins 10 days prior and ends 10 days after a regular classroom teacher's calendar.

The work accomplished by the school library media specialist(s) during both extended time periods is critical to providing for and maintaining a library media program. A quality program can be recognized as one that promotes information literacy and technology in the curriculum, fosters the desire to read for personal pleasure and information, as well as, facilitates teaching, student achievement, and lifelong learning.

To attain such goals, a media center must have an accurate database of resources, current materials that can be accessed in a timely manner. Additionally, preparations for collaboration need to be made as teachers inform LMS of unit topics and activities. The media center must be user-friendly with assistance for easy access. The book and AV collection must be assessed and made ready to support new programs as identified in consolidated planning. Such work promotes the possibility for student learning to occur.

The Board of Education employs librarians to perform various duties during extended employment. The duties are numerous and quite time consuming. Without extended employment it would be impossible for librarians to be open for the entire school year. The duties listed help reach the school goals and are for the guidance of the LMS as well as informative to the total school community.

Duties for Beginning-of-the-Year

- Open all summer mail.
 - Check in magazines that have come in over the summer. Arrange the most recent issues on display shelves. File the others in the boxes for reference use. Claim magazines that did not arrive.
 - Earmark information in and file publisher catalogs received over the summer.
 - Answer any correspondence.
 - Process back into circulation any items found during the summer.
- Make entire media center inviting for the opening of school. This could include: filling display cases, putting up bulletin boards, rearranging furniture that has been moved by cleaning crews, bringing in plants, and putting out a special exhibit.
- Prepare and circulate audio-visual equipment so that it is ready for teachers to use immediately.
- As KET liaison, check on closed circuit system to verify its operability. Obtain schedule books for teachers. Plan for legal taping and discard of previously taped KET block fed programs
- Start making new bibliographies for teachers, especially for any known new instructional topics/themes.
- Process any print or nonprint media that is not presently available for circulation.
- Deal with any problems found during the June inventory that did not get finished. Delete from the database any lost book records that have been retained for a period of one year. Retain records of books purchased with federal funds for a period of 5(five) years. Librarians will update computer records based on inventory.

- Using the budget established for the new fiscal year, begin the selection and order process based on losses and needs. Remember to read reviews of new materials, visit bookstores, taking notes. Check to be sure the items are not unnecessary duplicates. Initiate purchase orders for items needed: i.e. newspapers, supplies, books and media.
- Work out schedule of classes/program needs with principal, committees or teachers (according to situation).
- Visit rooms of new teachers. Show materials and offer help. Visit as many teachers as possible, showing new materials and offering collaborative assistance as units are planned requiring use of the research process.
- Establish and communicate routines and procedures for organizing and circulating media and equipment.
- Make plans for either meeting classes or providing orientation sessions - organize content, duplicate materials, create a presentation, etc.
- Attend workshops or consult with teachers on integrating the library media program with the curriculum and classroom instruction in the school.
- Plan professional development activities.
- Meet with the principal for discussion on school year goals for providing quality library media services to support the curriculum and instruction and to discover any school changes which would affect the planning for the library media program.
- Contact parent organization to set up volunteer program for special projects and activities. Consider different ways to involve parents/community in the library media program.
- Plan new teacher orientation: can include library procedures, services, and tour of facility.
- Prepare signup/schedule book for the year.
- Add incoming students to circulation system.

Duties for End-of-Year

- Take thorough inventory of all holdings and make a count of missing, discarded, new and multicultural support items for annual report. A PRIORITY ITEM because it allows for better collection development.
- Complete all items on the annual report. Submit to Media Services in preparation for the state report required in October.
- Check all audio-visual equipment, taking inventory of all audio-visual hardware. Discard and recommend replacement/additional equipment. Maintain a system for the location of all equipment in the building along with serial numbers in the event of theft.
- Update shelf signage.
- Work on database problems discovered during inventory:
 - Incomplete records that have not subjects or annotations
 - Inconsistency in call numbers in the database and the spine label
 - Items not currently in the database but available for circulation
 - Removal of items which have been missing, discarded, or lost
- Run reports for selection and discarding of new/old items considering the type of item, the circulation of it, and the age of the item. Weed collection of worn, outdated material.
- Re-label all books and media that are incorrectly labeled or worn. Call numbers labels can be made for you if you send a list to Media Services or they may be printed through a software program at the school.
- Read reviews. Select, print, nonprint, and electronic library resources. Check database to avoid ordering duplicates. If time, prepare ordering information.
- Delete graduated students from the system and prepare information for receiving schools of books that students have not returned.