

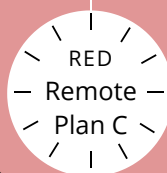
NCSLMA RECOMMENDED GUIDELINES

MEDIA CENTER OPENING PLAN AND COVID RESPONSE

INSTRUCTION: 100% REMOTE

SCHOOL LIBRARY MEDIA COORDINATORS...

- Provide instruction to students both synchronously and asynchronously via video conferencing or learning management system (LMS)
- Create a welcoming and accessible virtual space that facilitates active learning through platforms like a media center website, LMS, and/or online resources
- Participate in planning meetings with teachers and educational partners
- Offer technology support and intellectual property guidance
- Curate lists of curriculum and leisure reading resources
- Facilitate professional development for teachers on relevant topics
- Collaborate with teachers to provide inquiry and/or project based learning opportunities for students
- Involve stakeholders in virtual, leisure reading activities
- Promote and highlight virtual author events



CIRCULATION: 100% REMOTE

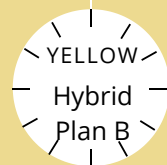
SCHOOL LIBRARY MEDIA COORDINATORS...

- Develop collection of high-quality digital resources to meet diverse needs of teachers and students
- Purchase/catalog materials including additional digital resources
- Provide tutorials for staff, students, and families on district databases and digital platforms
- Recommend relevant digital resources (eBooks, audiobooks, digital magazines, etc.)
- Partner with the local public library to help meet resource and information needs
- Communicate regularly with teachers, students, and families regarding circulation and accessing digital content
- Consider ways to protect student privacy when circulating materials

INSTRUCTION: 100% REMOTE

SCHOOL LIBRARY MEDIA COORDINATORS...

- Perform all instructional tasks listed in Red Level
- Plan with teachers for delivery of instructional resources



CIRCULATION: MODIFIED

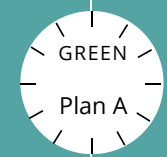
SCHOOL LIBRARY MEDIA COORDINATORS...

- Perform all circulation tasks listed in Red Level
- Modify access to physical media center space to staff only
- Check out books to teachers for instructional purposes
- Modify circulation of physical books to remote students via scheduled curbside
- Provide delivery of physical books to "in person" students on a rotating basis

INSTRUCTION: IN PERSON/REMOTE

SCHOOL LIBRARY MEDIA COORDINATORS...

- Perform all instructional tasks listed in Red Level in person or remotely



CIRCULATION: IN PERSON

SCHOOL LIBRARY MEDIA COORDINATORS...

- Perform all circulation tasks listed in Red Level
- Create a schedule for individual students or small groups to use the media center space and resources
- Continue curbside services for remote students
- Modify shelf access for individual students

MEDIA CENTER SAFETY PROTOCOLS

- Display signs/practices enforcing CDC, state, and local safety and social distancing guidelines
- Follow state guidelines for arranging furniture to assure everyone is separated by at least six feet
- Provide hand sanitizer near entrances and exits
- Mount plastic desk shields at the checkout desk
- Place sanitizer and cleaning wipes near all staff computers/copiers and shared equipment
- Require all visitors to wear masks in the media center
- Limit use of shared computers and equipment

MATERIAL HANDLING PROCEDURES

- Place book return containers directly inside the media center or as appropriate outside the media center
- Quarantine all circulated materials for four (4) to five (5) days prior to check in or handling (consider local district and public library guidelines)
- Require hand sanitizer and/or gloves when pulling and shelving books
- Limit access to shelves to staff only (in Red and Yellow levels)
- Disable student self checkout and catalog stations to avoid sharing keypads

ADDITIONAL INFORMATION

Media center programming services can continue safely for both staff and students following national, state, and local health guidelines. Please remain informed about current research and additional guidance as it becomes available.

Decisions regarding media center services and procedures should be a discussion between county and school administration as well as the local public library to have consistency in practices.

"School librarians fulfill five important roles: instructional partner, teacher, leader, information specialist, and program administrator, all of which highlight the profession's skill at building relationships and creating an inclusive school culture. During the COVID-19 pandemic, schools need this librarian skill set more than ever as they adapt to meet the current needs of learners in a constantly changing learning environment."

(AASL School Librarian Role in Pandemic Learning Conditions)

[Pandemic Resources for School Librarians \(ALA/AASL\)](#)

This resource includes the school librarian's role in pandemic learning conditions, the latest CDC guidance, research on the virus life on library materials and more.

[North Carolina's Guidebook for Reopening Public Schools](#)

[NC DPI Remote Learning Resources](#)

Instructional and leadership resources for K-12

[School Libraries and the COVID Slide: School Librarians at the Center of School Renewal and Transformation \(White Paper\)](#)

[Translation of Practice for School Librarians - In-School & Remote Practices](#) (NYC Department of Education and NYC School Library System)



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