

Library Scheduling Guidelines

To promote effective communication and collaboration, we recommend having a published schedule available. Use a format (daily, weekly, semesterly) that works for you and your school, and distribute copies to your administrators, teachers, and secretaries. If possible, send a copy of your schedule to Library Services.

Library staff and their principals should determine the official dates the library opens and closes for student use. Library Services recommends keeping the library closed for both a week at the beginning of the year (to update student information) and two weeks before the end of the year (to collect overdue materials, inventory your collection, and run end-of-year reports).

Some libraries will be open during lunch, and before and/or after school. These additional times of service should be worked out with the principal. If the library staff maintains this extended schedule, it is recommended that this be considered duty time and appear on the duty schedule.

TYPES OF SCHEDULES

ELEMENTARY

Traditional: All classes are scheduled once a week if enrollment and staffing permit.

Flexible: The librarian and teacher schedule classes and other student groups.

Combination: Student groups are scheduled in either traditional or flexible ways or both.

MIDDLE

Flexible scheduling has been the choice at this level.

HIGH

Flexible scheduling has been the choice at this level.

TYPES OF SIGN-UP PROCEDURES

Scrabble: Teacher selection, first-come basis.

Drawing: Teachers draw tickets with time slots.

Individual: Librarian meets with teachers individually to determine needs.

Requests: Teacher gives first, second, and third choice.

Master: Team effort by support staff or scheduling committee.

Flexible: Teachers sign up individually throughout the year.

Combination: Scheduling procedures may combine more than one type.

Status quo: Maintain previous schedule with minor modifications.

THINGS TO THINK ABOUT

As you create your library schedule, some variables you may wish to consider are: duty times, lunch (student and staff), open check out times, recesses, pull out programs, time for library circulation, and shelving and collection maintenance responsibilities.