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**Joseph L.M. Sanchez**  
Deputy Superintendent,  
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## STANDARD OPERATING PROCEDURES

**SUBJECT:**

School Library Program Plan  
to Support Models of Learning

SOP No.: 400-005

**EFFECTIVE DATE:**

Upon Superintendent's Approval/Signature.

**INQUIRIES:**

Division of Curriculum & Instruction, 300-1247

**REFERENCES:**

Guam Education Board Policies  
379 Education Technology Use (Instruction-Students)  
721 School Library Program Resource Management

**APPLICABILITY:**

Board Policy 721

**ASSUMPTIONS:**

1. As approved by the Guam Education Board on June 30, 2020, instruction can be delivered home learning-online instruction, home learning hard-copy, or traditional (face-to-face).
2. Quality library services shall continue during the implementation of the Models of Learning.
3. Students who need specialized services will continue to receive these services within the availability of resources.
4. National School Library Standards with other pertinent standards will continue to guide library and information science instruction and support classroom teachers.
5. Circulation of books, resources, and materials will be available in print medium and/or electronically.
6. GDOE COVID-19 Operational Employee Handbook will guide the School Library Program safety protocols during library services.

## **DEFINITIONS:**

1. **Home Learning: Online Instruction:** Learners who are able to do 100% online distance learning. This would be a home learning model where learners would not attend classes physically, but do so online. Implementation of lessons and the use of resources are done fully online.
2. **Home Learning: Hard-Copy Curriculum:** Learners who would like to do 100% home learning, but do not have the equipment to support 100% online work. This would be a home learning model supported by a paper-based or hardcopy based curriculum.
3. **Traditional (Face-to-Face):** Learners who will be participating in a blended model of face-to-face (FtF). This is the group that would be scheduled using the A-B-C model. Face-to-face or in-person learning allows the learner to attend school physically during one of the three rotating days.
4. **Options for Library Services:**
  - a. **Classroom-Based Environment (CBE):** The School Librarian will provide instruction and resources in the classroom.
  - b. **Library-Based Environment (LBE):** The School Librarian will provide instruction and resources in the library or identified areas on campus.
  - c. **Mobile Library:** The School Librarian will provide a specific selection of resources to the classroom for a period of time.
  - d. **Online and/or Hard Copy Library Services:** The School Librarian will provide students library services such as, content creation, online databases, e-books, and technology resources.

## **I. PURPOSE**

The purpose of the development of the "School Library Program Plan to Support Models of Learning" Standard Operating Procedure is to establish library service options in support of the district's Models of Learning.

## **II. INTRODUCTION**

The School Library Program Plan supports the Models of Learning and provides students access to quality library services as they continue learning on or off-campus.

## **III. ADMINISTRATION**

- A. **Administration:** The delivery of library services will be determined by the needs of the learners, the availability of resources, and accessibility to the internet.
- B. **Student Management:** Student information shall be managed in PowerSchool and Integrated Library System (Atrium).

## **IV. PROGRAM DESIGN**

All school libraries will provide quality library services from the following options:

- A. **Classroom-Based Environment (CBE):** The School Librarian will provide instruction and resources in the classroom.
- B. **Library-Based Environment (LBE):** The School Librarian will provide instruction and resources in the library or identified areas on campus.
- C. **Mobile Library:** The School Librarian will provide a specific selection of resources to the classroom for a period of time.

**D. Online and/or Hard Copy Library Services:** The School Librarian will provide students library services such as, content creation, online databases, e-books, and technology resources.

**V. INTERNAL CONTROL**

The Superintendent or his designee shall institute this "School Library Program Plan to Support Models of Learning" during the implementation period. Traditional library services shall resume upon the declaration of normal conditions.

**VI. PENALTY**

Personnel in violation of the policies and procedures established in this Standard Operating Procedures may be disciplined pursuant to the Department of Education's Personnel Rules and Regulation.

**VII. CHANGE(S)**

Suggestions for change(s) to this Standard Operating Procedures should be submitted in writing to the Superintendent.

  
Jon J.P. Fernandez  
Superintendent of Education

7/22/20  
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Date