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| **Douglass High School****Library Information Plan****2020-2021** |
|  | **Library Skills** | **Promotional Events** | **Library Duties and Routines** | **Professional Development****And Collaboration** |
| **August** |  |  | * Prepare library for opening
* Create bulletin board displays
* Hang signage
* Distribute technology
* Distribute/ checkout textbooks
 | * Attend in-service professional development
* Participate in administrative days
* Attend DLD
* Provide library orientation for staff
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| **September** | * Library Orientation
* Microsoft Teams Introduction
* Internet Safety
* Digital Citizenship
* Cyber Safety
* Cyberbullying
* Cyber News
* Teacher-choice lessons and activities
 | * Library Card Sign-up Month- celebration
* September 27 - October 3, 2020- Banned Books Week
* Launch virtual book club
 | * Begin shelf reading
* Conduct collection analysis
* Refer to various catalogs from approved vendors and booklists (Follet, Perma-Bound, School Library Journal, Booklist, and International Literacy Association reading lists) for additional books and resources to add to the library’s collection.
* Circulate print and non-print resources.
* Process and display periodicals
* Generate overdue/fine reports.
* Print and distribute notices to students.
* Administer District Intervention Program Diagnostic Assessment
* Distribute/ checkout textbooks
 | * Consult with teachers and students for book order recommendations.
* Refer to various catalogs from approved vendors and booklists (Follet, Perma-Bound, School Library Journal, Booklist, and International Literacy Association reading lists) for additional books and resources to add to the library’s collection.
* Provide teachers with an annotated lists of curriculum related materials
* collaborate with subject area teachers to plan lessons and activities around teacher-chosen topics using library resources
* Participate in weekly staff meetings
* Participate in monthly RTI2 data team meeting
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| **October** | * Intellectual Freedom
* What is the Library Bill of Rights?
* What is Intellectual Freedom?
* What is censorship?
* Teacher-choice lessons and activities
 | * **September 15-October 15**, Hispanic Heritage Month- Special displays highlighting books and resources by Hispanic authors and about Hispanic culture
* TEENtober- Students will participate in TEENtober Bingo
* Monthly Book Club Meeting
 | * Circulate print and non-print resources.
* Process and display periodicals
* Generate overdue/fine reports.
* Print and distribute notices to students.
* Submit book order
 | * Participate in parent-teacher conferences (Oct. 10th)
* Consult with teachers and students for book order recommendations.
* Refer to various catalogs from approved vendors and booklists (Follet, Perma-Bound, School Library Journal, Booklist, and International Literacy Association reading lists) for additional books and resources to add to the library’s collection.
* Collaborate with subject area teachers to plan lessons and activities around teacher-chosen topics using library resources
* Participate in weekly staff meetings
* Participate in monthly RTI2 data team meeting
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| **November** | * Research Process
* Research - Print/Digital Resources
* TEL/GALE/World Book Britannica
* Understanding Academic Integrity
* Evaluation of Resources
* Primary/Secondary Resources
* Teacher-choice lessons and activities
 | * Holiday related displays and activities
* Monthly Book Club Meeting
 | * Circulate print and non-print resources.
* Process and display periodicals
* Generate overdue/fine reports.
* Print and distribute notices to students.
* Weed the collection
* Administer State Mandated (RTI2): Universal Screener2/Written Expressions
 | * Participate in Professional Development Day (Nov. 3rd)
* Collaborate with subject area teachers to plan lessons and activities around teacher-chosen topics using library resources
* Participate in weekly staff meetings
* Participate in monthly RTI2 data team meeting
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| **December** | * Presentation Options
* Microsoft Office
* Teacher-choice lessons and activities
 | * Holiday related displays and activities
* Monthly Book Club Meeting
 | * Circulate print and non-print resources.
* Process and display periodicals
* Generate overdue/fine reports.
* Print and distribute notices to students.
* Submit supply order
 | * Collaborate with subject area teachers to plan lessons and activities around teacher-chosen topics using library resources
* Participate in weekly staff meetings
* Participate in monthly RTI2 data team meeting
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| **January** | * Library Orientation Refresher
* Teacher-choice lessons and activities
 | * Monthly Book Club Meeting
 | * Circulate print and non-print resources.
* Process and display periodicals
* Generate overdue/fine reports.
* Print and distribute notices to students.
 | * Collaborate with subject area teachers to plan lessons and activities around teacher-chosen topics using library resources
* Participate in weekly staff meetings
* Participate in monthly RTI2 data team meeting
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| **February** | * Internet Safety Refresher
* Digital Citizenship
* Cyber Safety
* Cyberbullying
* Cyber News
* Teacher-choice lessons and activities
 | * Black History Month display and activities.
* Monthly Book Club Meeting
 | * Process new materials through Atriuum
* Circulate print and non-print resources.
* Process and display periodicals
* Generate overdue/fine reports.
* Print and distribute notices to students.
 | * Participate in 0.5 Prof. Development/0.5 Admin Day (Feb. 5th)
* Collaborate with subject area teachers to plan lessons and activities around teacher-chosen topics using library resources
* Participate in weekly staff meetings
* Participate in monthly RTI2 data team meeting
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| **March** | * Web 2.0 APPs
* Virtual Fieldtrips
* Teacher-choice lessons and activities
 | * Monthly Book Club Meeting
 | * Circulate print and non-print resources.
* Process and display periodicals
* Generate and distribute reports.
* Circulate print and non-print resources.
* Process and display periodicals
* Generate overdue/fine reports.
* Print and distribute notices to students.
* Complete annual equipment inventory
 | * Participate in Parent Teacher Conferences (March 11th)
* Collaborate with subject area teachers to plan lessons and activities around teacher-chosen topics using library resources
* Participate in weekly staff meetings
* Participate in monthly RTI2 data team meeting
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| **April** | * Web 2.0 APPs
* Virtual Fieldtrips
* Teacher-choice lessons and activities
 | * School Library Month
* D.E.A.R. Day
* Monthly Book Club Meeting
 | * Circulate print and non-print resources.
* Process and display periodicals
* Generate overdue/fine reports.
* Print and distribute notices to students.
* Complete annual equipment inventory
 | * Participate in Professional Development Day (April 16th)
* Collaborate with subject area teachers to plan lessons and activities around teacher-chosen topics using library resources
* Participate in weekly staff meetings
* Participate in monthly RTI2 data team meeting
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| **May** | * Teacher-choice lessons and activities
 | * Final Book Club Meeting
 | * Generate overdue/fine reports.
* Print and distribute notices to students.
* Conduct library inventory
* Conduct textbook inventory
 | * Collaborate with subject area teachers to plan lessons and activities around teacher-chosen topics using library resources
* Participate in weekly staff meetings
* Participate in monthly RTI2 data team meeting
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| **June** | * Teacher-choice lessons and activities
 | * Summer reading
 | * Print and distribute final notices to students
 | * Participate in weekly staff meetings
* Participate in monthly RTI2 data team meeting
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