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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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 |