

# Flexible Scheduling Plan

Each school must develop its own plan for flexible use of the media center and its resources. The guidelines presented here provide guidance for the development of that plan based on successful programming and national standards.

The purpose of “open access” is to provide a variety of services to teachers and students at the time of need. The media center is a resource center that offers programs and services to meet the needs of the curriculum. A mission statement and guidelines for appropriate use should be developed. The strength of the media center program lies in the commitment and efforts of three cooperating groups – the media specialist, teachers, and the principal.

All participants must work together for the benefit of the instructional program and educational needs of the students.

1. The teacher and/or the media specialist, following joint planning or conferencing, schedule all instruction, which requires use of the media center and its resources.
2. All students are sent to the media center for a specific purpose whether they come as individuals, a small group or class.
3. The media specialist and teacher jointly plan activities for individuals, small groups and large groups to ensure that all activities involving media center use are meaningful and that needed resources are available.
4. When an entire class uses the media center for a planned activity, the classroom teacher must accompany the class, remain with them and assist or co-teach with the media specialist. Media center activity should be part of the class instruction.
5. Scheduled story time activities may be provided for CD and K groups on a weekly or bimonthly basis. The teacher or instructional assistant aide must be present and assist students in selecting materials. It is recommended that first grade be provided with an extensive orientation before moving to individual access model. CD and K teachers may also bring students at any other time, but must schedule on the media center calendar. The purpose of these primary library experiences is to provide students with multiple opportunities to select books to enjoy and to foster the library habit.
6. Students in grades K-5 are permitted to use the media center individually or in small groups to check out and return books, to research, to complete assignments, to browse in a purposeful manner, to read, to use computers if appropriate, to share books, and to take Accelerated Reader tests.
7. The number of times an entire class uses the media center is determined by the need of the activity. Some activities may take several days or a week to complete. Many activities or extensions of major activity may be better accomplished in small groups. The media specialist should be consulted if a group of more than 5 students need to visit or if small groups will be coming for a newly assigned project that will require assistance.
8. Teachers have a responsibility to ensure that students visit the media center for books as individuals at least once a week. Emerging and young readers should visit 2 to 3 times a week to exchange reading material. Teachers should check daily to see which students will need to visit that day for book exchange and should devise a classroom management plan. Media center access should not be restricted to only those students who complete their work. It should be integrated into the day’s activities. Teachers who want to touch base with their students and bring the whole class for books may do so as long as it is not a regular event. Students should be encouraged to develop independence and visit as individuals when there is a need. Students should not be restricted to specific “library” days. This defeats the purpose of individual need.

9. The media specialist will provide a weekly calendar for teachers to use to schedule for specific projects that require the use of resources and the assistance of the media specialist.
10. Individuals or small groups of students who can work independently may visit the media center at any time of the school day.
11. The media specialist and teachers will work collaboratively to integrate media resources with classroom curriculum. By developing research activities that reflect both the subject content and information literacy skills, students will benefit from the type of involvement that promotes lifelong learning.
12. Each participant in the educational process (principal, teacher, media specialist) will assume responsibility for ensuring that all students benefit from instructional opportunities and related activities that incorporate the use of multiple resources and the integration of information literacy skills.
13. Opportunities include:
  - a. Learning centers developed at teacher's request or at media specialist discretion.
  - b. Projects initiated by teachers and by media specialist.
  - c. Entire class activities with teacher participation to include collaborative planning efforts, purpose or objective stated and time/date devoted to activity.
  - d. Scheduled use by early childhood classes with teacher/aide participation and modeling so that children understand the importance of the visits to the media center.
  - e. Special events/activities sponsored by the media specialist with theme or topic and a list of activities to support the project.
  - f. Spotlight on special class projects or entire school thematic units.
  - g. Use of media center by students, teachers, and others based on need.