



## Reopening School Libraries Plan 2020-2021

School libraries are critical to teaching and learning for all students. As educators, it is important that we continue to provide services to our students, teachers, and families via remote and blended learning practices. This includes access to print and non-print resources, as well as instruction.

Due to the rapidly changing guidance being disseminated from the [REopening Archives, Libraries, and Museums Project](#), as well as the [CDC](#), we have linked directly to these organizations for the most current research, benchmarks, and recommendations. Please stay current with the research on safe practices and email [colleen.sadowski@rcsdk12.org](mailto:colleen.sadowski@rcsdk12.org) or [stacie.darbey@rcsdk12.org](mailto:stacie.darbey@rcsdk12.org) with questions and concerns.

| Focus Area                                                                                                                                     | Recommendation                                                                                                                                                                                                                         | SERVICES AND ACTIVITIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | RESOURCES                                                                                                                                                                                                                                                                                           |
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| <b>Physical Environment/Library Facility</b>                                                                                                   |                                                                                                                                                                                                                                        | <p>It is recommended for librarians to be members of the <b>School Based Planning Team and/or School Building Committee.</b></p> <p>The size of the library facility will dictate how many students/teachers can occupy the library facility at the same time. Please utilize social distancing of a minimum of 6 feet between all students and staff and masks should be worn at all times.</p> <p>Enter through one entrance/exit through a separate exit. Use door stops when appropriate (to limit touching doors).</p> <p>In school buildings that share facilities, assign different days or times to each school.</p> | <p><a href="#">School Settings   COVID-19</a></p> <p><a href="#">Cleaning and Disinfecting Guidance from CDC: ISchool Settings   COVID-19</a></p> <p><a href="#">Reopening Archives, Libraries, and Museums (REALM)</a></p> <p><a href="#">New York State COVID-19 Documentation Initiative</a></p> |
| Circulation Desk                                                                                                                               | <p>Install sneeze guards and follow disinfecting guidelines outlined by <a href="#">CDC</a>.</p> <p>Place markers (i.e. Stand Here Circles) on the floor instructing patrons where to stand when approaching the circulation desk.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                     |
| <ul style="list-style-type: none"><li>• Student chairs and desks</li><li>• Computer stations</li><li>• Soft seating/lounge furniture</li></ul> | <p>Follow disinfecting guidelines outlined by <a href="#">CDC</a>.</p>                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                     |

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| Shelving                       | <p>Limit student access to the shelves.</p> <p>If students are accessing shelves, wipe down frequently with disinfectant.</p> <p>Avoid using shelf markers or browsing sticks.</p> <p>Encourage using the online catalog and placing books on hold.</p> | <p>Install sneeze guards around the circulation desk.</p> <p>Masks should be worn at all times.</p> <p>Limit access to the physical library collection to only librarians. Librarians push into classrooms or provide instruction virtually (refer to <a href="#">NYC SLS Translation of Practice</a>) and Asynchronous vs. Synchronous Blended Learning guidance below.</p> <p>Circulation services should be provided via a library cart. Limit number of people touching items that will be circulating. Encourage use of online catalog to place holds on items. The librarian will pull requests, check them out, and deliver them to the classroom.</p> <p>Quarantine Area/Quarantine Cart/ Bins should be created. All returned material should be quarantined for a minimum of 168 hours (7 days).</p> | <a href="#">AASL Pandemic Resources</a> |
| Book drop                      | <p>Wipe down with disinfectant after books are removed. Quarantine books and other returned material for 120 hours (5 days).</p>                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                         |
| Photocopiers/Scanners/Printers | <p>Follow disinfecting guidelines outlined by <a href="#">CDC</a>.</p>                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                         |
| Makerspaces                    | <p>Limit or avoid use of materials during Covid-19.</p> <p>Follow disinfecting guidelines outlined by <a href="#">CDC</a>.</p> <p>Develop projects that are disposable or do not require shared materials.</p>                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                         |
| Scanners/remote scanners       | <p>Limit use to librarian only.</p> <p>Follow disinfecting guidelines</p>                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                         |

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|                                                                                                                                                                                                                            | outlined by <a href="#">CDC</a> .                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                        |
| Stuffed animals, puppets, story carpets                                                                                                                                                                                    | Put away or dispose of based on condition.                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                        |
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| Circulating Material <ul style="list-style-type: none"> <li>• Books</li> <li>• Book Sets</li> <li>• Playaways</li> <li>• CDs/DVDs/Videos</li> <li>• Manipulatives</li> <li>• Board Games</li> <li>• Calculators</li> </ul> | Quarantine all returned material for a minimum of 168 hours (7 days). | Mark all books lost for June 2020 graduating students (6th, 8th, and seniors).<br><br>Extend checkouts of all books until February 1, 2021<br><br>Delete lost books over the spring/summer/early fall.<br><br>Drive-by library book/textbook collection for school libraries. Siblings can return library materials of graduates.<br><br>Circulating/delivery books on carts.<br><br>Create space and labels for staging holds.<br><br>Create space and labels for quarantining materials that have been circulated.<br><br>Close off book aisles (stacks) to everyone except the librarian. Books can be put on hold through the catalog and delivered to student's classrooms. | Mylar covers for all dust jackets whenever available.<br><br><a href="#">How to Sanitize Collections in a Pandemic</a> |
| Non-circulating Material                                                                                                                                                                                                   | If material is used, quarantine for 168                               | Do <u>not</u> order print magazines in the 2020-2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                        |

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| <ul style="list-style-type: none"> <li>Reference Books</li> <li>Magazines</li> </ul>                                                                                                                                                                                                                                                                       | hours (7 days).                                                                              | <p>academic year.</p> <p>Access magazines and periodicals via <a href="#">NOVELny</a>.</p>                                                                                                                                                                                                                                                                                                                                                                                  |                                                  |
| <p>Technology</p> <ul style="list-style-type: none"> <li>Laptops/Desktops</li> <li>SMART Board</li> <li>Keyboards &amp; Mice</li> <li>Touch Screens</li> <li>Tablets and iPads</li> <li>Photocopiers</li> <li>Book ID Scanners</li> <li>Digital Scanners</li> <li>Printers</li> <li>3D Printers</li> <li>Headphones</li> <li>Laminating Machine</li> </ul> | Follow disinfecting guidelines outlined by <a href="#">CDC</a> .                             | <p>Electronic devices are not to be shared between students (CDC Guidelines).</p> <p>Use covers for all keyboards.</p> <p>Create digital request forms and automate processes (via <a href="#">Forms</a> or other means).</p>                                                                                                                                                                                                                                               | i.e. <a href="#">Silicone-Keyboard-Protector</a> |
| <p>Programming</p> <ul style="list-style-type: none"> <li>Before School</li> <li>During School</li> <li>After School</li> </ul>                                                                                                                                                                                                                            | Schedule virtual programming and consider asynchronous and synchronous options for students. | <p>Digital Ideas for Programming:</p> <ul style="list-style-type: none"> <li>Clubs to be hosted using Google Classroom / Zoom / Teams</li> <li>Use <a href="#">Bookings</a> to automate scheduling of office hours using Google Classroom / Zoom / Teams sessions throughout week to continue one-on-one and small group assistance</li> </ul> <p>Whenever possible, clubs should meet outdoors with social distancing in schools that have adequate schoolyard spaces.</p> |                                                  |
| <p>Library Instruction</p> <ul style="list-style-type: none"> <li>Blended Learning/Remote</li> </ul>                                                                                                                                                                                                                                                       | Collaborate with classroom teachers to provide instruction on information                    | Refer to Blended Learning - Synchronous and Asynchronous Instruction below.                                                                                                                                                                                                                                                                                                                                                                                                 | <a href="#">NYC SLS Translation of Practice</a>  |

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| <p>Learning</p> <ul style="list-style-type: none"> <li>Scheduled Classes</li> <li>Open Access</li> </ul>                                                                                                                                                                   | <p>literacy and digital literacy skills through the content areas.</p>                                                                                                                                                      | <p>Refer to <a href="#">Empire State Information Fluency Continuum (ESIFC)</a>.</p>                                                                                                                                                                                                          | <p><a href="#">Cult of Pedagogy: Reopening Schools, What it might look like</a></p>                                                                                                        |
| <p>Digital presence</p> <ul style="list-style-type: none"> <li>Library Catalog (<a href="#">Destiny</a>)</li> <li>Library Website</li> <li>Databases</li> <li>eBooks</li> <li>Virtual Classroom (iLearn/Google)</li> <li>LibGuides</li> <li>Other Digital Tools</li> </ul> | <p>Develop and maintain a digital presence for the library that is easily accessible and navigable for students to access print and non-print resources.</p> <p>Ensure Destiny Library Catalog is clean and up-to-date.</p> | <p>Focus spending on procuring eBooks that complement the collection available from the Rochester City School Library System and <a href="#">NOVELny</a>.</p>                                                                                                                                | <p>Visit Library &amp; Research in ROConnect to access:</p> <p>Destiny Library Catalog</p> <p>Gale Collections</p> <p>ePointplus Rosen Interactive eBooks</p> <p>Rosen Learning Center</p> |
| <p>Communication</p> <ul style="list-style-type: none"> <li>Email</li> <li>Social Media</li> <li>Newsletter</li> <li>Forms</li> </ul>                                                                                                                                      |                                                                                                                                                                                                                             | <p>Newsletters:</p> <ul style="list-style-type: none"> <li>email message shared with all students/parents to provide information / upcoming events / support (with active hyperlinks)</li> <li>Alternative media: Facebook, Twitter, podcast, video (with links in the comments?)</li> </ul> | <p>Newsletter tool: (<a href="http://www.smores.com">http://www.smores.com</a>)</p> <p>RCSD Social Media Guidelines</p>                                                                    |

## Blended Learning

### Synchronous and Asynchronous Instruction

## LIBRARY SERVICES

| Synchronous Instruction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Asynchronous Instruction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <ul style="list-style-type: none"> <li>Collaborate with content area teachers on virtual learning platforms to plan (e.g. Teams, Zoom, Google Classroom) to plan and implement instructional lessons and research units that engage students in an inquiry process (i.e. <a href="#">Stripling Model of Inquiry</a>) and integrate information literacy skills and resources with the classroom curriculum.</li> <li>Use the <a href="#">REACTS Taxonomy</a> to develop project-based learning experiences for students to share their new understandings in authentic and engaging ways. Use examples from Taxonomy to think and create with their researched information, rather than simply copy or repeat memorized facts. Research assignments should include application of digital presentation tools to present new knowledge.</li> <li>Select quality vetted electronic resources via <a href="#">NOVELny</a>, to support student learning and independent reading.</li> <li>Engage students through the different phases of the <a href="#">Stripling Model of Inquiry</a> to guide students in connecting to previous knowledge, as well as gaining background knowledge and context to apply to question development, making predictions or hypothesizing, investigating and researching a topic, synthesizing information, presenting new knowledge, and reflecting on the inquiry experience.</li> <li>Capture student learning using the <a href="#">assessments</a> to ensure mastery of the skill. If skill is not mastered, provide scaffolded instruction and support in real-time or provide annotated lessons, video clips, informational text, and multimodal learning resources to support instruction via online learning platforms.</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <ul style="list-style-type: none"> <li>Co-teach live lessons using scaffolded skills from the <a href="#">Empire State Information Fluency Continuum</a> through the content area. Select a <a href="#">Priority Skill Assessment</a> and provide real-time guidance to apply the skill via modeling.</li> <li>Structure lessons to be interactive for deeper thinking and research. Provide guiding questions and encourage discussion via whole group, small groups, and one-on-one live support.</li> <li>Model searches using databases, as well as online catalogs to locate print and nonprint text.</li> <li>Model use of graphic organizers (<a href="#">Priority Skill Assessments</a>) to capture information during research and synthesize new</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>Record lessons co-teaching scaffolded skills from the <a href="#">Empire State Information Fluency Continuum</a> through the content area. Select a <a href="#">Priority Skill Assessment</a> and provide step-by-step guidance modeling the skill virtually.</li> <li>Research assignments should include application of digital presentation tools to present new knowledge.</li> <li>Structure lessons to engage learners for deeper thinking and research with virtual office hours, email, digital response tools, and discussion boards that encourage and capture online conversations (ex. Google Forms, Microsoft Teams Office Hours).</li> </ul> |

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| meaning. | <ul style="list-style-type: none"> <li>• Provide scaffolded instructions and recorded guidance modeling searches using databases, as well as online catalogs to locate print and nonprint text.</li> <li>• Encourage independent use of graphic organizers (<a href="#">Priority Skill Assessments</a>) to capture information during research and synthesize new meaning.</li> </ul> |
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| OVERARCHING IDEAS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| SYNCHRONOUS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ASYNCHRONOUS (SELF-PACED)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <ul style="list-style-type: none"> <li>• Interactive lessons</li> <li>• Interactive content</li> <li>• Direct instruction</li> <li>• Live discussions</li> <li>• Interactions with peers</li> <li>• Real-time feedback</li> <li>• Project-based learning</li> <li>• Check-ins around goals</li> <li>• Building community</li> <li>• Promote student ownership and agency</li> <li>• Foster trusting relationships</li> <li>• Support social-emotional learning</li> <li>• Control over what they learn</li> <li>• Feel empowered to embrace their culture and history</li> </ul> | <ul style="list-style-type: none"> <li>• Engaging learning</li> <li>• Support independent thinking and learning</li> <li>• Individualized learning pathways</li> <li>• Meaningful options</li> <li>• Accommodates different learning styles</li> <li>• Scaffolds and support toward successful independent completion</li> <li>• Discussion boards</li> <li>• Flipped Classroom</li> <li>• Checklists</li> <li>• Clear directions</li> <li>• Collect and analyze student work to make instructional decisions</li> </ul> |



For additional instructional resources on Covid-19,  
please view a NYC curated collection of eBooks on Corona Virus at  
<https://nycdoe.libguides.com/COVID-19ebooks/free>