

B. Making Materials Available in Schools

Accepted principles of school library service require that, for effective use of school library resources by teachers and pupils, the materials be readily located, used, borrowed, and returned on a systematic basis. It is also essential that textbooks and other instructional materials be located so as to be readily available to children and teachers.

Processing of Materials

Processing of materials is important to insure the organization of materials and their availability to children and teachers. Processing of school library materials includes the following: cataloging; preparing the materials for use by providing pockets, cards, date due slips; and marking classification numbers. Processing of textbooks usually includes identification stamps and numbers, as well as card records.

Organization of School Library Resources

To provide for maximum access, school library resources should be organized in a centralized school library equipped with shelving for books; racks and files for periodicals, newspapers, and pamphlets; and storage equipment for audiovisual materials. The school library quarters should contain tables and chairs for children and teachers to use for reading and study, and audiovisual equipment and facilities for viewing and listening.

A school library should also be administered so that books and other materials are readily available on flexible terms to teachers and pupils in classrooms, resource centers, laboratories, and other places in the school where instruction and learning take place. Equipment for housing and using materials should also be provided in classrooms and other instructional areas. To make materials accessible at all appropriate times for use in the library, throughout the school, and outside the school, and to assist teachers and pupils in the selection and use of materials, the services of professional school librarians and clerks are of great importance.

State education agencies should encourage schools to provide school library facilities and to employ school librarians if they participate in the Title II program for school library resources.