



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Centralized Library Automation System
(CLAS) Policies and Procedures

NUMBER: BUL-2622

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PURPOSE: To provide guidance to schools in the implementation of Centralized Library Automation System (CLAS) policies and procedures.

BACKGROUND: As part of the Centralized Library Automation System (CLAS) implementation, a user group was established, in collaboration with UTLA, Information Technology Division (ITD), and Instructional Media Services' Library Services Unit, to make recommendations about library practices and procedures. Both the Library Services Unit and ITD reviewed and approved the recommendations of the CLAS Advisory Committee. The CLAS Executive Council had final approval of all recommendations.

GUIDELINES:

A. Equal Access

1. The California Code of Regulations, Title 5, Education, Article 1, School Library Services, Section 16042: Services for Pupils and Teachers states:

Opportunity is to be afforded pupils to borrow school library materials at no charge for use in the district's libraries, classrooms and out-of-school. A school district shall make no charge for the late return of library materials unless authorized to do so by the governing board of such district.

2. School libraries should provide access to all students; students should not be prohibited from checking out books because of lost or overdue books. However, school libraries can charge fines but should not charge fines greater than the price of the book.

- B. The Los Angeles Board of Education's rule number 1712 titled "Lost and Damaged Library Books and Materiel, and Overdue Library Books and Materiel" states:

The principal shall be responsible for the collection and remittance of money for lost and damaged library books and materiel and overdue library books and materiel in the amounts determined by the Library Section. In no case shall the charge be greater than the cost of replacing the lost and damaged article.

ROUTING
All Schools and
Offices



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A school's Instructional Materiel Account will be increased in the fiscal year of remittance by amounts equal to the remittances. The remittance shall be credited to the Library allocation in the Instructional Materiel Account.
(Amended 4-16-90)

- C. Interschool Fines for Overdue Library Materiel
No fines are charged/collected at elementary schools. At secondary schools, if fines are collected for overdue materiel from another school library, the money may be kept at the collecting library.
- D. Interschool Fines for Lost Books
The collecting library may keep money collected for lost books from another school library.
- E. Interschool Overdue Library Materials
Interschool overdue library materials should be returned to the school identified by the location code embedded in the barcode. Library materials with 8- or 14-digit barcodes or barcodes without the location code embedded can be identified through Accent Express.
- F. Patron History
Patron history, per American Library Association guidelines, should be protected. Library Media Teachers or Library Aides do not have access to patron history and should not be required to divulge any patron history.

AUTHORITY: This is a policy of the Los Angeles Unified School District that is in alignment with the California Code of Regulations and Board Rule.

RELATED RESOURCES: Users can access the CLAS website at <http://www.lausd.net/clas>. Please bookmark this site in your web browser to provide quick access to CLAS information.

ASSISTANCE: For assistance or further information regarding library instructional issues, please contact Library Services at (213) 207-2255. Technical concerns about Accent should be directed to the ITD Helpdesk at (323) 224-2277.