Support
Jill Cabe will be supporting Library Media in Wanda Shealey’s absence. Please contact Jill at jill.cabe@clevelandmetroschools.org if you have questions or need support.

First Day for Library Media
The first day for library media services for all schools that open August 14 will be Monday, August 21. Librarians are expected to work in the library according to the library schedule to prepare the books and materials and equipment for circulation and use. This work includes but is not limited to: cleaning, weeding, shelving, book repair and maintenance. They will not take classes until Monday, August 21, but are working the regular schedule and regular hours the week of August 14. They are not “off.” This language is in the new CBA Article 9, Section 10 (F):

F. Media specialists shall use the first five (5) instructional days and the last five (5) instructional days of the school year to prepare supplies and equipment for use and storage.

Library Schedule
Ideally the librarian will see every class in the school once a week to be sure each class has a chance to check out books and receive library instruction. The language in the new CBA regarding library media scheduling can be found in Article 23, Section 2 (C):

C. Media Specialists. Elementary/and PreK-8 media specialists are responsible for the same number of assignments as regular classroom teachers per day, which includes one management period. Media Specialists in PreK-8 buildings will not be assigned Team time.

Management time is assigned time. Duties conducted during management time would typically include, but are not limited to: weeding, shelving, conducting an inventory, checking in books, book repair, collaboration with teachers, preparing professional development materials, contacting parents and community partners, collection development and purchasing, grant writing, creating displays, and maintaining library materials and equipment.

Training in WorkDay
Certified library media specialists will be trained in entering requisitions in WorkDay on August 11 from 8:00 – 11:00 at East in room 221. Principals, please permit the media specialist to attend. Please do not send substitute media specialists to this training.

The building principal is in charge of the school budget and access to the budget is not guaranteed for library media specialists, but in the past they have entered their own POs. It is the principal's decision to allow the media specialist to be designated a Buyer and enter POs in WorkDay. All certified media specialists will receive training in how to enter requisitions, which are not the same as POs. Principals will need to email wdfinance@clevelandmetroschools.org to request that media specialists be able to enter POs.

Substitute Media Specialist Training
Training for long-term library media substitutes will be schedule for the end of August. The date and time will be sent shortly. Principals, please permit your long term sub to attend this training so they can receive an orientation to the library and learn how to circulate books. Subs are expected to return to the building after training.