

Deregulation of Library Services

Deregulations for the next year will be accepted from April 1 through October 1, with the following exception: Resignation of staff causing changes in library media service requirements after October 1.

Beginning July 1, 2018, deregulations can be requested for one, two, or three years. Schools must provide a schedule of library operation every year.

Oklahoma Administrative Code:

- [OAC 210:35-5-71 Library Media Services Elementary School](#)
School is changing the standard of library services for their size school.
- [OAC 210:35-7-61 Library Media Services Middle School](#)
School is changing the standard of library services for their size school.
- [OAC 210:35-9-71 Library Media Services Secondary School](#)
School is changing the standard of library services for their size school.

Preparing the Statutory Deregulation

Section 1:

Submit a cover letter on school letterhead with the superintendent's signature with a brief explanation of the request for a statutory deregulation.

Section 2:

Complete the deregulation form with signatures from the superintendent, board president signature, and notary.

Section 3:

Complete all questions in section 3 and add any supporting documentation including the schedule of operation for the library hours, hours the library is open and a list of who is scheduled to cover those hours.

Section 2:

School Year(s): 20__ - 20__

County: _____

School District: _____

School District Mailing Address: _____

City: _____ Zip Code: _____

School Site Name: _____

Principal(s) Signature(s):

1. _____ Date: _____

2. _____ Date: _____

3. _____ Date: _____

Superintendent Name (Print): _____

Superintendent E-mail: _____

Superintendent Signature: _____ Date: _____

I hereby certify that this Deregulation of Library Services application was approved by our local board of education at the meeting on _____.

Board President Signature: _____

Notary Seal: _____

Notary Date: _____

Commission Expiration Date: _____

Section 3:

1. What is your school Type?
Elementary ☐
Middle School ☐
High School ☐
2. What is your student enrollment? _____
3. Based on your school type and student enrollment, how should your library be staffed according to the Oklahoma Administrative Code?
Refer to the chart on page 5 of the [Standards of Accreditation for Library Media](#).
4. Is this deregulation needed because of funding the position(s), finding a librarian and/or assistant, or another factor? Explain and add supporting documentation.
5. If applicable, which years has your school had this deregulation before?
6. Under your proposed plan, when will the library be opened?
Include days of the week and hours of the day in your response.
7. Under your proposed plan, which staff member(s) (e.g. library aid, paraprofessional, volunteers) will be in the library during its operating hours?

8. Attach the complete schedule of each staff member who will oversee the library, including that staff member's other responsibilities throughout the day. An example is provided below.

Example Schedule

Hour	Time	Staff Member in Library	Other Responsibilities
1	8:15-9:10	Sally Winters	Library paraprofessional; NA
2	9:15-10:10	Sally Winters	Library paraprofessional; NA
3	10:15-11:10	Sally Winters	Library paraprofessional; NA
4	11:15-12:15	Sally Winters	Library paraprofessional; NA
Lunch	12:20-12:55	Nancy Fritz, Dean Price	Grandparent volunteers
5	1:00-1:55	Sally Winters	Library paraprofessional; NA
6	2:00-2:55	Sally Winters	Library paraprofessional; NA
7	3:00-3:55	Rhonda Davidson	Classroom teacher, hours 1-6

9. What are your school site's minimum required expenditures for the library media collection for the upcoming school year?
Refer to page 6 in the [Standards of Accreditation for Library Media](#) for the formula. Provide a dollar amount.
10. Under your proposed plan, who will oversee the spending of the required yearly library expenditures?

Policies

11. Attach your library's selection policy and guidelines for reconsideration, according to Oklahoma Administrative Code [210:35-3-126](#) and on page 2 of the [Standards of Accreditation for Library Media](#).
12. According to Oklahoma Administrative Code [210:35-3-125](#), "There shall be an ongoing evaluation of the effectiveness of the organization, services, and resources of the media program." Describe how this evaluation will take place under your proposed deregulation plan.

OSDE Official Use Only

Date Received: _____

Recommended for Board Approval: _____ Not Recommended for Board Approval: _____

Board Meeting Date: _____

Approved: _____

Denied: _____

Date Sent to District: _____

Notes to District: _____