



SUBMISSION FORM

All submission forms must include the following information. Separate submission forms must be turned in for each eligible program. **Deadline: July 1, 2021.** Please include this submission form with the electronic entry. If you do not receive an email confirming receipt of your entry within 3 days of submission, please contact [Gage Harter](#).


PROGRAM INFORMATION

County: County of Henrico
Program Title: Central Professional Collection: A New Educator Resources
Program Category: Organizational Developmental

CONTACT INFORMATION

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SIGNATURE OF COUNTY ADMINISTRATOR OR DEPUTY/ASSISTANT COUNTY ADMINISTRATOR

Name: Brandon Hinton
Title: Deputy County Manager for Administration
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Program Overview

Henrico County Public Schools (HCPS) has a wealth of professional resources available to its teachers and staff to support their professional development. These resources have been purchased by school division leaders and educational specialists and are available to staff members by request. However, these resources were stored throughout Henrico County and not accessible in our library catalog, so there was no easy way for our staff to know what was available. To address this problem, HCPS Library Services created a new library at HCPS' Central Office — the Central Professional Collection, or CPC. All items in this library are cataloged in our online catalog and discoverable in a database for professional books only. Division leaders and educational specialists may submit books to be cataloged and added to the CPC and then staff can request professional resources from Library Services. These professional resources have now been made accessible to all HCPS staff members, helping facilitate professional learning initiatives. Some of these include book clubs intended to spark courageous conversations about race that were essential learning during the summer of 2020.

Problem/Challenge/Situation Faced by Locality

HCPS' Department of Library Services had a small professional collection cataloged for our librarians to use. However, many school division leaders and educational specialists had similar collections that were not discoverable as they were not in HCPS' online catalog. As professional learning opportunities arose, we realized the need for a more robust collection and centralized location for print materials. Library Services expanded our professional collection library for all departments and disciplines to house and share their resources.

HCPS' Office of Equity, Diversity and Opportunity contacted Library Services to find a central location to house and circulate its diverse professional materials to HCPS staff for professional learning, book clubs and to support the student Equity Ambassadors program. The addition of these resources enhanced our professional collection. The Central Professional Collection provides a centralized location for professional resources, and adding them to HCPS' library catalog makes them discoverable through an online search. During the creation of this collection, Library Services contacted other division leaders and educational specialists and invited them to send their professional items to the CPC for cataloging. With the overwhelming response, collections formerly housed in various locations throughout the county are now held in the CPC. Library Services also created a database of items located in the CPC using Notion, an online list organized by department, which allows staff to view titles available in the collection.

How the Program Fulfilled Awards Criteria

The Central Professional Collection in Library Services directly addresses a problem facing HCPS. The problem was most professional learning resources were scattered throughout the county and not easily accessible. Staff were unaware of what resources were available, who had them, or how to get them. By creating a centralized location for these resources and making them discoverable in the library catalog and Notion, staff now know exactly where to locate these resources to support their professional learning. This, in turn, supports individual learning, training and group discussions. The CPC is also available for HCPS staff to browse our resources in person. Library Services adapted to pandemic conditions by providing contact-free curbside checkout this summer and supporting group discussions when they were most needed. Because of HCPS' budget constraints, the increased visibility and access to these resources are important. The more these items are used, the more they gain value as an investment. This solution has been successful and can be easily and economically replicated by other school divisions.

How the Program Was Carried Out

Program Objectives:

- Create a Central Professional Collection which expands Library Services' existing professional collection to include resources from all disciplines and departments.
- Make accessible various professional learning collections for all HCPS staff.
- House and circulate materials to support HCPS professional learning initiatives.
- Support division leadership and educational specialists by creating a centralized library for professional materials.
- Promote diversity and inclusive education by circulating items submitted by the Office of Equity, Diversity and Opportunity.

Development and Implementation Timeframe:

- Initial planning for the Central Professional Collection began in fall 2019 when Library Services secured a location to house the CPC.
- In January 2020, Library Services began creating procedures for submitting items to the CPC. We also created a request form, which school division leaders and educational specialists could complete to request additions to the collection.
- CPC procedures went live March 1, 2020
- In June 2020, Library Services created a curbside pickup protocol to offer contact-free pickup and CPC book returns.
- During summer 202, Library Services started circulating items for professional learning groups.

Clientele:

The CPC was created to support professional learning initiatives throughout Henrico County Public Schools. Any HCPS staff member may check out books from the CPC and receive them through interoffice mail or pick it up at Central Office. Any division leader or educational specialist can submit items to be cataloged for the CPC. Specifically, many of our requests came from the Equity, Diversity and Opportunity Department and we have worked closely with them to support their professional learning initiatives.

Role in Implementation:

Before the creation of the CPC, Library Services cataloged books for division leaders and educational specialists to send to school libraries, but did not add items to our own professional collection from others. While professional collections existed through different departments, there was no published list of all these materials and staff did not have an easy way of accessing them. Library Services began an initiative to improve our system for cataloging and processing books from division leaders and educational specialists for our schools. During this process, we planned a way to centralize professional resources in HCPS in one library. Library Services repurposed a room in our department for developing this collection. We prepared the room to serve as a library, clearing shelves, creating signage and moving our current professional collection to this new space. To create this new library in our online catalog, we needed to make a new holdings location for these items in SirsiDynix, our circulation software. Creating this new library required a great deal of work to set up locations (repair, reserve, discard, lost) and formatting this library for what we needed. We also created a new database in Notion (a tool that shows materials organized by discipline or department) to input all titles in the CPC and entered all the existing materials in this database. Notion enables staff to quickly see what titles were purchased by each department, while our catalog provides more bibliographic information and lets users see how many copies of each title we have available. Library Services staff also created a request form, which school

division leaders and educational specialists could complete when they wanted to add items to the CPC. We also developed detailed instructions for submitting cataloging requests.

The Library Services specialist reached out to division leaders and educational specialists, informing them about this new library, the process for adding items to this collection, and what services we could offer to help make their professional resources accessible to all HCPS staff. The response was very positive. We immediately began working with the Equity, Diversity and Opportunity (EDO) Department to add books for them. The department was in the process of building a professional learning collection and wanted their books cataloged so they could be found by staff and tracked when they were in use. They alone have added over 50 titles to this collection, all of which have multiple copies. When titles are added to the CPC, Library Services processes each book by adding two barcode labels, one property stamp, one spine label and two label protectors to each item. Some books needed mylar covers. Each title needs to be cataloged in SirsiDynix, then each copy is added to the catalog record. Titles are added to our Notion database as well. They are then shelved in the CPC and ready for circulation. HCPS staff may check out items by calling or emailing Library Services to let us know what title(s) they want to check out. Sets of books may also be checked out for professional learning. When we receive a request for an item, we check the book out to the requesting staff member and send it to them through interoffice mail. During the COVID shutdown, when interoffice mail was not running, we offered contact-free curbside pickup and returns to support EDO's summer book studies, aimed at providing anti-bias training for HCPS staff.

Contributions of Other Partners:

This project involved partnerships with our school division leaders and educational specialists. Their willingness to trust Library Services with their professional resources and enthusiasm for

the project grew this collection and helped with our goal of providing a centralized location for professional learning materials located throughout the county. The Equity, Diversity and Opportunity Department helped us develop our practices and procedures by working with us from the beginning and providing feedback as we worked to catalog, process and circulate their materials. The Technology Department and the Teaching, Learning and Innovation Department collaborated with us to develop our online forms for catalog requests, working to make the process user-friendly and intuitive. Technology aided in the use and creation of our Notion database by creating the database, learning how to use it, and then making it discoverable on Clever.

Since we began last spring, we have added several high school education, English, social studies and professional learning and leadership titles to the CPC. We also received a donation of reusable bags from our book vendor, Follett, which was essential in maintaining contact-free pickup and organization.

Advancing Diversity, Equity and Inclusion:

Many of the books in our CPC were purchased by EDO to support professional learning focused on diversity, anti-bias training and racial awareness. EDO initially planned to hold book discussion groups over the summer of 2020 for professional development; however, the ongoing shutdown and closure of schools put these plans on hold. We initially thought these book clubs would begin once staff were allowed back in their buildings. However, the extraordinary events of summer 2020, marked by Black Lives Matter protests and a national focus on race made these discussions urgently necessary. To support these important discussions, Library Services staff requested permission to access our central office twice a week over the summer to provide contact-free curbside pickup and returns of EDO books. We then checked out books to members of these discussion groups and prepared them for pickup. When HCPS staff arrived at Central Office, Library Services staff delivered their items. An outdoor bin was provided for book returns at our

designated curbside location. Library Services was dedicated to getting these books to the staff and supporting diversity education. Here is a summary of the program from EDO's annual report (EDO, 2021):

Across the school division, the staff was given the opportunity to take part in book studies using recognized anti-bias education books and supporting literature. The book studies included both virtual discussions and online reflective modules through Schoology. A total of 104 educators participated in the book discussion groups. The books used are below:

- *Culturally Responsive Teaching and the Brain* by Zaretta Hammond.
- *We Want to Do More than Survive: Abolitionist Teaching and the Pursuit of Educational Freedom* by Bettina Love.
- *Teaching for Black Lives* by Dyann Watson.
- *Everyday Anti-Racism* by Mica Pollock.
- *How to Be an Anti-Racist* by Ibram X Kendi.
- *White Fragility* by Robin Diangelo.
- *For White Folks Who Teach In the Hood and The Rest of Y'all Too* by Christopher Emdin.

Library Services also added and checked out 175 copies of *Stamped: Racism, Antiracism and You* by Jason Reynolds to support the HCPS Equity Ambassador program. Henrico County Public Schools. Office of Equity, Diversity and Opportunity. (2021, Jan. 12). *EDO 2020-2021 Community Update - January*. Google Docs. <https://docs.google.com/document/d/1jGs8sV-2ku3pvkgZhyx42PZ0JQDWNjpXePNG0Q-dEzk/edit#heading=h.fpu9cspjocsp>

Financing and Staffing

Items purchased or donated include:

- Bags, barcode stickers, binder clips, book bins, book easels, book ends, clear protectors, colored cardstock paper, one return bin, permanent markers, Post-It notes, property stamp labels and spine labels.
- We created a new Library holding location (Central Professional Collection) within our SirsiDynix software system. This newly created library information is also connected to our searchable countywide online catalog (OPAC).

The approximate cost of all start-up supplies and software/technology support was \$3,000.

Program Results

As a result of this program, HCPS' Central Professional Collection grew from a small group of books fitting on three shelves to a full room of quality, up-to-date professional learning resources. We currently provide access to more than 160 professional titles with more than 1,700 individual items. We are able to support multiple countywide reading and discussion groups. With the addition of our Notion database, staff no longer have to figure out what professional resources are available, but now can quickly and easily see titles by department. One measure of our success is the sheer number of books checked out from the CPC. Since its inception, more than 1,312 items have circulated from this collection. Our curbside pickup service circulated books to more than 125 HCPS staff members over the summer. Because items in the CPC are cataloged in SirsiDynix and checked out, they can be tracked, which reduces loss. As the 2020-21 school year has progressed, our circulation has increased. We continue to receive items to add to the CPC, allowing division leaders and educational specialists to share professional resources purchased for the entire county. This project also repurposed a room in Library Services from a static storage area to a dynamic collection providing on-demand services and allowing for browsing if desired.

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Brief Summary

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Central Professional Collection: A New Educator Resource Supplemental Materials

Central Professional Collection at Central Office - Library Services

Central Professional Collection - Remote Checkout, Curbside Pickup and Return Bin

[NACo Circulation Information for Central Professional Collection](#) (Monthly Circulation Statistics)

[Suffix Spreadsheet for Spine Labels in the Central Professional Collection](#) (Departments Listed)

[Special Cataloging for Central Professional Collection and Intake Procedures](#)

[Curbside Protocol for Central Professional Collection](#) (In-house Department Directions)

[Summer Book Clubs - Equity, Diversity and Opportunity Department](#)

[Sirsi Information for Central Professional Collection](#)

[CPC Notion](#) (Titles Listed by Department)

[HCPS School Libraries](#) (Library Services Department Website)