



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: Modified Circulation System Gets Books Into Students' Hands
Program Category: Organizational Developmental

CONTACT INFORMATION

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SIGNATURE OF COUNTY ADMINISTRATOR OR DEPUTY/ASSISTANT COUNTY ADMINISTRATOR

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Signature: 

Program Overview

Research confirms the importance of reading and literacy. While online reading has increased and access to digital text is more important than ever, research shows that physical books are still preferred over electronic reading. Students require non-screen time, and memory functions better when information is garnered from print sources. During the COVID-19 pandemic, Henrico County Public Schools (HCPS) Library Services adapted our circulation policies using research and models from the Centers for Disease Control and Prevention (CDC) and the American Library Association (ALA) and from other libraries to develop safe collection handling practices for circulating library materials.

HCPS Library Services created a new circulation model to distribute books and other physical library materials in an equitable manner throughout the 2020-21 school year. Our library staff provided this circulation through remote checkout and drive-through pickup and returns of library items. A Virtual Library Learning Commons dashboard was created for each of our school libraries, giving all learners access to their school's BOOKHUB portal. Through this program, students have access to books from their school libraries even while learning remotely.

Problem/Challenge/Situation Faced by Locality

Because HCPS buildings were closed and students were learning remotely, library materials were sitting on shelves and not getting into the hands of our students. The need for learners to access print reading materials for research, discovery, and pleasure reading did not end with remote learning. Instead, it increased as many venues as possible for accessing books during the temporary shutdown. This created inequality for our learners, as access to reading materials in their homes varies drastically. With the risk that remote learning has posed for some students to fall behind their peers, HCPS Library Services stepped in to reduce these gaps as much as

possible. Our libraries are still ordering new books for their collections as well, and getting these items into the hands of all learners.

How Program Fulfilled Awards Criteria

It is the position of HCPS Library Services that all library programming can and will be the point of success in serving our learners, educators and families, especially during building restrictions due to COVID-19. As experts in literacy, technology, in curating top-notch educational resources to help support instruction and helping prepare our learners to be life-ready we knew it was critical to create structures that supported the literacy needs of our students and staff. Using this expertise, we have played an integral role in supporting our learners, educators and families during this challenging time by utilizing a creative and innovative system to connect books and other resources to readers. The research on [student success in relation to school librarians](#) (AASL, 2013) tells us that library programs must continue, even in a virtual environment. The plan is meant to be flexible and can change as needed.

American Association of School Librarians. (2013). *Strong school libraries build strong students*. American Library Association.

http://www.ala.org/aasl/sites/ala.org.aasl/files/content/aaslissues/advocacy/AASL_infographic.pdf

How the Program Was Carried Out

Program Objectives:

The objective of this program is to put books into the hands of all learners in Henrico County Public Schools and meet the reading needs of our students for research, enrichment, informational and pleasure reading.

Development and Implementation Timeframe:

Library Services' goal was to have BOOKHUB ready to go by the end of September 2020.

Librarians were sent training materials in August 2020, and all HCPS library staff members were required to complete a modified circulation procedures module in the department's professional learning course before implementing modified circulation. They were encouraged to start circulation as soon as possible, working with their building-level administrators to set up procedures that worked best at each school location. BOOKHUB checkout will continue through the end of the 2020-21 school year and as long as any students are learning remotely.

Clientele:

Our clientele is all HCPS learners and staff as they depend on school libraries to access high-quality, diverse, and educational reading and learning materials.

Role in Implementation:

HCPS Library Services created the following procedures and guidelines for BOOKHUB checkouts:

Curbside pickup process:

- Learners, family and educators complete the online request form via the BOOKHUB link found in the Schoology Library Course/Virtual Library Learning Commons Portal.
- Library staff generates the BOOKHUB request cover sheet for each item.
- Library staff process and print out each BOOKHUB request.
- Library staff send a notification in Schoology (our school division's learning management system) when the request is ready or contact them at home.
- Staff member wraps book with BOOKHUB request cover sheet and secure.
- Staff member places book on the curbside pickup cart, or table if needed.

- During the designated dates and hours for curbside pickup, the library staff sets up space near the pickup area with a return bin and carts of requested materials.
- Vehicle pulls up to the curbside pickup location during the designated dates and hours, to receive their books with a contact-free pickup.
- Library staff sanitizes surfaces to prepare for the next curbside pickup.

Book returns:

- Returns are placed in a provided book return bin at the curbside pickup location.
- Students may return books to any HCPS school location. Books belonging to a different library are returned to their designated school after quarantine.
- Reading materials are brought back to the school library space.
- Returned items are discharged in SirsiDynix.
- Items are checked out to the library reserve account and placed in a designated return area marked with the date.
- Reading materials were held for a 96-hour quarantine period.
- Items are discharged from reserves before reshelving and recirculating.
- Chemicals and disinfectants are not used on printed materials.
- Procedures aim for compliance with CDC guidelines for safe handling of books (quarantining). Gloves are available, but handwashing is the preferred procedure before and after the discharging process.

Supplementary print materials:

Curate supplementary print materials at teacher request, and deliver via methods listed in our [Modified Circulation Plan](#).

- Support curriculum with suggested digital texts for class assignments and other research projects.
- Provide navigation and circulation tutorials for the online catalog and the BOOKHUB request form as needed.
- Support educators by ordering class sets of books for classrooms from book rooms if needed. Most schools have developed their own procedures for getting these books to students.

Staff checkout procedures:

All staff is required to wear appropriate personal protective equipment at all times and follow social distancing guidelines.

For our library staff working in school buildings, the following procedures were put in place for staff checkout:

- If the administrator allows the library to be open to school staff, they may browse and check out as usual, following all safety guidelines set forth by the school division.
- If the administrator does not allow the library to be open to school staff (it is open only to library staff), other school staff members will complete the BOOKHUB request form and their requested items will be delivered to an indoor designated area (outside the library) for pickup. This will limit traffic entering the library.
- When the library staff is not in the library, school staff will follow the procedures outlined for curbside delivery.

All HCPS school libraries created a Virtual Library Learning Commons dashboard, which included a BOOKHUB checkout form for students. The majority of our schools provided grab-and-go

school meal pickups for the fall semester, and our BOOKHUB pickups and returns were often available alongside this service. If the school did not have a grab-and-go meal pickup service, a BOOKHUB location was made available. Each school tailored their BOOKHUB requests and pickups to their own school's needs, including when staff was available in the building and what times worked best for families to pick up items. Since we have a diverse population to serve in Henrico County, each school library provided times that worked for the families in their community or provided on-demand library services. To make the return process easier for families with students at multiple levels, they were allowed to return HCPS books to any school location.

One of the main goals of this program was to continue to provide access to quality print resources for all HCPS learners. Students of different socioeconomic backgrounds have varying access to reading materials in their own homes. During our building closures, some learners had access to books while many others were limited. With the return to predominantly virtual learning at the start of the 2020-21 school year, some learners were at risk of falling behind their peers due to these limitations. Implementing BOOKHUB made school library collections available to all HCPS students and helped close the learning gap presented by socioeconomic inequality.

Financing and Staffing

Our initial cost to start our BOOKHUB was \$600 for black and yellow plastic return bins. Each school location received a waterproof return bin, made accessible outdoors during school hours.

Other materials provided by schools: personal protective equipment, paper, rubber bands, markers, outdoor cones, outdoor signage (laminated) and book carts. Existing staff was utilized for this initiative.

Program Results

Each school location has offered this service since September 2020. We have checked out over 97,000 items between Sept. 1-Dec.18, 2020. [Circulation Spreadsheet](#).

During the pandemic, our school libraries have provided HCPS learners with print materials to meet their educational and personal needs. Most schools have been very busy checking out and distributing reading materials to their students, circulating books throughout our community while following CDC guidelines. Some of our successes include librarians providing the newest book in a series immediately to eager students, teachers receiving the professional materials they need to teach remotely, and book clubs getting copies of the titles they wanted. BOOKHUB has allowed our learners to get out from behind their screens and spend time reading a physical book. It also provides them access to materials that are not available in an online digital format.

Brief Summary

During the COVID-19 pandemic, Henrico County Public Schools (HCPS) Library Services adapted our circulation system using research and models from the Centers for Disease Control and Prevention (CDC), the American Library Association (ALA) and from other libraries to develop safe collection handling practices for circulating library materials.

Because HCPS buildings were closed and students were learning remotely, library materials were sitting on shelves and not getting into the hands of our students. The need for learners to access print reading materials for research, discovery, and pleasure reading did not end with remote learning. Instead, it increased as many venues as possible for accessing books during the temporary shutdown. This created inequality for our learners, as access to reading materials in their homes varies drastically.

HCPS Library Services created a new circulation model to safely distribute books and other physical library materials in an equitable manner throughout the 2020-21 school year. Our library staff provided this circulation through remote checkout and drive-through pickup and returns of library items. A Virtual Library Learning Commons dashboard was created for each of our school libraries, giving all learners access to their school's BOOKHUB portal. Through this program, students and staff have had access to books from their school libraries even while learning remotely.

Through the utilization of this system, books have been utilized as curriculum materials, research, pleasure reading, book clubs, and as professional materials. Each school location has offered the service since September 2020. Over 97,000 items were checked out between Sept. 1-Dec.18, 2020 and this rate has continued into the second semester. HCPS' librarians were committed to continuing to provide the leadership, materials, and support needed to continue to advance literacy and put books into the hands of our students and staff and the system they created has enabled that to happen.

Modified Circulation System Gets Books Into Students' Hands

Supplemental Material

American Association of School Librarians. (2013). *Strong school libraries build strong students*.

American Library Association.

http://www.ala.org/aasl/sites/ala.org.aasl/files/content/aaslissues/advocacy/AASL_infographic.pdf

[Library Services Modified Circulation Plan](#) (Overview)

[Checklist for Library Staff](#) (Description and Purpose of Materials Needed)

[Bookmarks used in every BOOKHUB pick-up order](#) (Picture of Return Bin)

[Setting Up BOOKHUB Google Form Directions](#) (Includes Videos and Pictures)

[Sample Message](#) (Sent to Learners when BOOKHUB Orders are Ready)

[Translation of Practice](#) (Virtual Library Services Guidelines)

[NACo Circulation Statistics](#) (Monthly Circulation Information)

[Video on How to Return Library Books](#) (Library Books may be Returned any School Location)

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