Snow Horse Library Policies

Selection of Materials

- Library materials are selected to support curriculum and for recreational reading of our students.

- Snow Horse follows the Davis School District criteria to provide materials based on:

  - Accuracy, timeliness, reliability, balanced views and literary quality.

  - Respected review journals are consulted.

- Award winners and popular titles are highly considered.

- Self-published books are not accepted.

- Materials will meet the maturity level of Snow Horse students and will provide for both the younger and more mature readers.

- Requests from faculty and students are considered as they meet the above criteria.

Circulation

- K: one books
- 2nd—6th: three books

Books are checked out for two weeks. After Spring Break students with overdue books will no longer be allowed to check out other materials. All books are to be accounted for by the student's final visit to the library the second-to-last week of school. If a student has a missing book they will not be allowed to attend Field Day.

Fines

- There are no fines for late books.
- Damaged or lost books must be paid by the responsible student: the trade cost of the book with an added processing fee.
- The school will not accept a copy of the lost book in exchange of payment.

Weeding

Weeding is essential to maintain a current, relevant, up-to-date collection. The librarian will annually review the collection to determine which materials should be removed or replaced.
Materials to consider are:

- Books in poor physical condition
- Outdated and inaccurate content
- Minimally circulated
- Materials that encourage stereotypes or biases

Per Davis District Policy.
Weeded books may be sold to support other library programs or will be donated to charity or disposed of.

Donations

- Donated material may be considered for the library collections as it meets selection criteria.

- Donated material that does not meet library needs will be saved for student rewards or passed on to classroom teachers.