

Orchard Elementary
Library Media Policies

The library media centers of the Davis School District exist to provide informational resources for students and teachers, assist students in developing research skills, and provide recreational reading opportunities for students.

Scheduling

Kindergarten classes receive 15 minutes per week of library instruction and book check out. First through sixth grade classes receive 30 minutes per week of library instruction and book check out.

Scheduled library times missed due to holidays, assemblies, field trips and early outs will not be made up, but book exchange times may be scheduled.

Circulation

The library will be open for book exchange at specified times each day. Kindergarten will checkout one book starting in February every other week. First grade may check out one book at a time and second through sixth grade may check out two books.

Books are checked out for 14 days, after which they are overdue. There are no overdue fines, but students with an overdue book will be denied privileges to check out a book. All books checked out by students must be returned to the library two weeks before the end of the school year.

All patrons must pay the replacement cost for damaged or lost books. That fee will be

- reimbursed if the lost book is returned within 30 days from the payment date.

Computer Access

Students may use the library computers for instruction or research during their scheduled class time. Students may lose library computer privileges if not adhering to the District Acceptable Use Agreement.

Selection

Materials selected for the library support the curriculum and the recreational needs of students. Materials are chosen for their accuracy, timeliness and

relevancy to the students' lives. They will include award winning books and popular series. Materials meet the developmental and maturity level of students. Requests and suggestions from students, parents and faculty which fit these criteria may also be considered.

Weeding

In order to maintain an attractive and up-to-date collection, all materials will be evaluated for weeding. Materials may be removed from the collection for being out dated, inaccurate, damaged, duplicate, unused or no longer part of the curriculum. Award winning or heavily circulated materials that are damaged or worn out may be replaced at the librarian's discretion when funding is available.

Inventory

To help maintain a timely collection and aid in material selection the library media professional will use Title Wave when needed to evaluate and help with the selection of materials. Missing items will be deleted once a year to maintain an accurate catalog.

Donations

Materials donated to the library will be dealt with at the discretion of the library media professional. Unwanted items may be donated to another organization or given to a recycling vendor.

- **Challenged Library Materials**

Davis School District recognizes the right of parents under state law and District Policy 111R-107 Recognizing Constitutional Freedoms in Public Schools, to restrict their child's access to materials the parent deems inappropriate. However, no parent has the right to make that decision on behalf of other students. A parent desiring to restrict their own child's access to specific library books or materials shall submit the request in writing to the library professional at the school the child is attending.

Library Advisory Committee

This committee will help provide input and promote library programs and assist in challenges to library materials. This committee will be formed early in the

school year and meet at least one time during the school year. They may also serve as the Collection Evaluation Committee.

Collection Evaluation Committee

This committee responds to the challenged library materials. It consists of an odd number of voting members, not less than five and may include an administrator, counselor, upper and lower grade level teacher, parent representative and student representative where appropriate. The school library media teacher or library media specialist shall be a voting member of and chair the committee.