



# WEST CLINTON MEDIA DISCLOSURE



- **LIBRARY VISTS:** Each class has an assigned time to visit each week. Students are expected to be prepared when they come to library with their library card and library books or other reading material.
  - Kindergarten = 15 minutes once a week or 30 minutes every other week.
  - 1<sup>st</sup>-6<sup>th</sup> grades = 30 minutes once a week.

Library visits allow for instruction and book exchange, through stories, games, displays, and videos. Students will learn how reading can be fun and full of exciting adventures. Students will also learn library skills appropriate for each grade level according to Davis School District DESK standards and State Library CORE curriculum.

- **OPEN LIBRARY:** In addition to regular scheduled class time. The library is open for book exchange only a specified times during the week (as schedules permit). A student may exchange their book at this time with their teacher's approval.

- **CHECKOUT:** Books are checked out for 14 days after which they become overdue. If a student has overdue materials they will not be permitted to check out new materials.
  - Kindergarten: one (1) book (mid-year).
  - 1<sup>st</sup>--2<sup>nd</sup> grade: one (1) book (subject to change).
  - 3<sup>rd</sup>--5<sup>th</sup> grade: two (2) books (subject to change).

- **OVERDUE MATERIALS:** Books are checked out for 14 days. Students may renew books unless the title has been requested by another patron (placed on hold). Once a book has become delinquent, notices will be sent home with the student. Students will not be permitted to check out additional materials. Fines are not assessed for overdue books at West Clinton Media Center.

- **LOST OR DAMAGED MATERIALS:** Students are responsible for materials that are lost or damaged and must pay for them. This is a [Davis School District policy](#). The payment will be the cost of the book plus a processing fee. Payment can be made in the office or media center with check or exact change. If an online payment is preferred, please let Media Specialist know and fine will be attached to student's account. If lost material is found and returned within 30 days of payment a refund will be issued.

- **BEHAVIOR:** While in the media center all students are expected to follow the "Clipper 5" and set forth rules, guidelines, expectations and procedures. Classes will receive a score each week during their scheduled visit. At the end of each term rewards will be given to 2 classes (1 lower, 1 upper grade). If students continually choose to not abide by the library rules and expectations, they may be sent back to class.
  - Remember the "Clipper 5"
  - Be **QUIET** – Whisper in the library! Yell on the playground!
  - Give me "5" –
    1. **Be prepared** – Remember books and library cards!
    2. **Worry about yourself** – Keep all bodies in our personal space.
    3. **Be courteous & respectful** – Be quiet, eyes watching, ears listening, following directions.
    4. **Take care of books** – Be careful. Turn pages from corners. Use a bookmark. Keep away from food, liquid, small children, & pets. Keep books in a safe, dry, clean location when not in use.
    5. **Read & have fun** – come to the library with a positive attitude. Be involved, find and enjoy awesome books and adventures.
  - Become smart, resourceful, knowledgeable, and creative amazing people!

- **COLLECTION:** West Clinton library aims to have an accurate, current, engaging, relevant and diverse collection. When choosing books consideration is given to titles that have proven popular with our student body, public libraries, and which will complement our curriculum. We strive to keep up-to-date informational materials, in a wide variety of topics relevant to our students' age and maturities, as budget allows. Parents are encouraged to help build a love of reading and the library by taking an active interest in their students reading material and book care. Ask questions, create reading routines, encourage reading, writing, and storytelling. Have discussions on what is or isn't appropriate for your child. Guide them in choosing a Just Right Book. Our library serves a broad age and maturity range. Parents and students should realize that not every book in the library will be appropriate for each child in the school. **\*\*If a title does not work for a particular student they are encouraged to return it and find something that is better**