



# WEST CLINTON MEDIA GUIDELINES



## OVERVIEW

West Clinton's media center is part of the Davis School District and exists to support curriculum and recreational reading for our students and staff. Through stories, games, displays, and media students will learn how reading can be fun and full of exciting adventures. Students will also learn how to care for books and library skills appropriate for each grade aligned with DSD Desk Standards.

## SCHEDULING

- Kindergarten is assigned 15 minutes per week. (30 minutes every other week).
- 1<sup>st</sup>-6<sup>th</sup> grades are assigned 30 minutes a week for instruction and book checkout.
- Scheduled library periods missed due to holidays, assemblies, field trips, various functions and early outs will not be made up or rescheduled. \*Book exchange times may be scheduled.
- In addition to fixed class times open library time will be available for book exchange at schedule and time permits.

\*Media Specialist will supervise students during their scheduled visit. When not in use for scheduled classes, the library will be available for flexible scheduling. Teachers are responsible for accompanying their students during any flexible scheduled time.

## FEES & FINES

- There are no overdue fines assessed at West Clinton.  
\*However, a student with overdue materials will not be permitted to check out additional materials.
- Lost materials will be assessed a replacement cost + processing fee.  
\*If material is found with 30 days from payment date reimbursement can be made.
- Damaged books will be assessed a fee based on severity and age of book and determined by the media specialist.  
\*Average book cost ~\$20.

## RESTRICTION & RECONSIDERATION

Davis School District recognizes the right of parents under state law and [District Policy 111R-107](#) 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. Requests may be made in writing to the media specialist at the school for their own child's access to specific library materials.

Beyond restricting their own child's access the District has a reconsideration policy. The policy and forms can be found at Davis School District Policy Manual.

(Davis School District Homepage > Policy Manual (left sidebar) > Section 4: Instructional programs > scroll to bottom > [4I-202 School Library Media Centers](#))

\*Collection Evaluation Committee will assist in challenges of local library materials. West Clinton will use Literacy Committee members.

## COMPUTER ACCESS

- Computers are available for use and maybe used for instruction or research during scheduled class time and during open library times.
- Students may lose computer privileges if not adhering to the District [Acceptable Use Agreement](#) or library guidelines, procedures or expectations.

## CIRCULATION

- Kindergarten does not check out books.  
\*but is subject to change after 1<sup>st</sup> term.
- 1<sup>st</sup>-2<sup>nd</sup> grades check out 1 book at a time  
\*subject to change.
- 3<sup>rd</sup>-6<sup>th</sup> grades may check out 2 books at a time.
- Student's books are checked out for 14 days, after which they become past due. At which time students will not be permitted to check out additional materials.
- All materials are due two weeks before the last day of school.

## COLLECTION DEVELOPMENT

Material selection is an ongoing process and follows the [Davis School District](#) criteria. Media selected will support DSD Desk. Materials will be selected based on:

- Accuracy, reliability, timeliness, a broad range of subjects, balanced views, various formats,
- Reviews, recommendations, publisher information, awards winning lists, and popular series are consulted.
- Materials will meet the developmental maturity level of students and will meet their needs for both younger and more mature readers.
- Requests/suggestions from faculty, students and parents which meet above criteria and budget may also be considered.
- To help maintain a timely collection and aid in material selection a yearly inventory and weeding will be done.

\*Davis School District provides audiovisual content through Safari Montage and subscribes to UEN and Utah's Online Library.

## WEEDING

- In order to maintain an attractive, relevant and up-to-date collection, all materials will be evaluated for de-selection periodically. \*Per [Davis District Policy](#). Materials will be deselected based on:
- Accuracy, reliability, timeliness, circulation, and physical condition.

## Gifts or Donations

- Materials donated to the library are appreciated those fitting the selection criteria will be used in general circulation.
- Money/Gift cards donated maybe used for materials, books or events.\*For special occasions instead of class treats please consider a donation, book/money/gift card to the library. In honor of: student/someone special label will be placed in book. Book must meet selection criteria.  
\*\*If a donation made requires a receipt, donation must be made through Davis Education Foundation.



"You're off to Great Places....So be on your way"