

Layton Elementary Library Procedures

Selection of Materials

- Library materials are selected to support curriculum and for recreational reading of our students.
- Layton Elementary 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.
- Material will meet the maturity level of Layton Elementary 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-1st: one book

2nd-6th : two 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 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- Outdated and inaccurate content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

Weeded book may be sold to support other library programs, 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.