

## **Adelaide Elementary Library Media Guidelines 2018-2019**

### **Selection Policy**

Materials selected for the Adelaide Elementary Media Center will support the curriculum and the recreational needs of students. Materials will be chosen for their accuracy, timeliness, and provision of balanced views. They will include award winning books and popular series. Materials will meet the developmental/maturity level of students and will provide for the younger, as well as, the more mature reader. All reading levels will be included. Selection will also be based on reviews and book lists as well as input from other library media professionals in the district. Requests and suggestions from students, parents, and faculty which fit these criteria may also be considered.

### **Inventory**

To help maintain a timely collection and aid in material selection an inventory will be done. The entire collection will be inventoried on a two year basis. An inventory may be done at any time at the discretion of the library media specialist.

### **Weeding**

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

### **Donations**

Materials donated to the library are appreciated and will be dealt with at the discretion of the library media specialist following the selection criteria policy. Unwanted items may be sold at a used book sale, donated to teachers or another organization, given to a recycling vendor or discarded.

### **Parental Restriction**

Davis School District recognizes the right of parents under state law and District Policy *IIIR-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.

### **Challenged Library Materials**

Davis School District has approved a Challenged Library Materials Procedure for any complaints regarding collection holdings. The policy and forms can be obtained online at <http://www.davis.k12.ut.us/Page/46>

### **Library Advisory Committee**

The Adelaide Elementary Library Advisory Committee will help provide input, promote library programs such as Davis Reads and may assist in challenges to library materials. They will also perform as the Literacy Committee at Adelaide Elementary helping with Dr. Seuss week and any other literacy concerns. This committee will be formed early in the school year and shall meet at least one time during the school year. They may also help out as the Collection Evaluation Committee.

### **Collection Evaluation Committee**

The Adelaide Elementary Collection Evaluation Committee responds to challenges to library materials. The Collection Evaluation Committee 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.

### **Circulation**

Kindergarteners may check out one book. First graders may check out one book until Winter Break. After Winter Break, first graders may check out two books. Second through fifth graders may check out two books. Sixth graders may check out four books.

Books are checked out for 14 days, after which they are overdue. There are no overdue fines assessed at Adelaide Elementary; however, students with an overdue book will not be allowed to check out other materials until the missing material is returned, renewed, or the replacement cost has been paid. This includes books from other Davis District schools. All books checked out by students must be returned to the media center or paid for two weeks before the last day of school.

Teachers may check out up to 30 books/materials for a month and may renew them unless they have been requested by another teacher. All materials must be returned to the media center by the last day of the school year.

### **Scheduling**

The Adelaide Elementary Library Media Center will be scheduled by the Administrative Intern with input from the library media specialist. Each class will be assigned a fixed time in the library media center for instruction and book checkout. First through sixth grade students receive 30 minutes of library media instruction per week and kindergarten students receive 15 minutes per week. Scheduled library periods missed due to holidays, assemblies, field trips and early outs will not be made up, but book exchange times may be scheduled. If notified in advance, scheduled library periods that are missed may be rescheduled for another time at the convenience of the library media specialist according to available time slots in the schedule. Library lessons are important and valuable to the students and should not be missed except in extreme circumstances. Students should be brought to the library on time so they do not miss out on

instruction time. Students from other classes may not use the library or interrupt instruction time of a scheduled class.

Open library time will be scheduled once a day, Monday through Friday.

The library media specialist will supervise the students during their scheduled time. When not in use for scheduled classes, the library will be available for flexible scheduling. Students will be accompanied by their teacher during any flexibly scheduled time.

### **Library Fines**

All patrons must pay the replacement cost for lost materials. Lost books may not be replaced by a replacement book, only by money. If the material is subsequently found within two months of payment, the monies will be reimbursed. Damaged books will be assessed a fee based on the severity of the damage and the age of the book. This will be determined by the library media specialist. All books checked out by students must be returned to the media center or paid for two weeks before the last day of school. If the books are not returned or paid for prior to Field Day, the student will not attend Field Day.

### **Computer Access**

The library computers will only be used for accessing the library catalog. Students may lose library computer privileges if not adhering to the District Acceptable Use Agreement.

### **Volunteers/Library Assistants**

The Adelaide Elementary Media Center does not have volunteers or library assistants at this time.

### **Behavior**

While students are in the library they are expected to follow the rules: be quiet during instruction time, no running or rough housing, hands and feet to self, and have their library card to check out. Students who choose not to follow the rules will be asked to sit at a table and put their head down. In extreme situations, a student may be asked to return to class.