

# Canyon Creek Elementary Library Media Guidelines

## **Mission statement**

In our library at Canyon Creek we encourage a lifelong love of reading in a welcoming atmosphere. Students are empowered to become critical thinkers, collaborators, effective researchers, and ethical users of information.

## **Scheduling**

First through sixth grade students receive 30 minutes of library media instruction per week. Kindergarten receives 15 minutes each week. Scheduled library periods may be missed due to holidays, assemblies, field trips and early outs, these classes will not be rescheduled. In addition to scheduled class times, the library is open for book exchange at specified times during the week.

When not in use for scheduled classes, the library will be available for additional scheduling under teacher supervision.

## **Circulation**

Kindergarteners may check out one book at a time beginning in October. First grade students may check out one book, second grade students may check out two books, and third through sixth grades may check out three books at time.

Books are checked out for 14 days, after which they are overdue. 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. All books checked out by students must be returned to the media center two weeks before the last day of school.

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

All patrons must pay the replacement cost for lost materials. If the material is found within 30 days from the payment date, the fee will be reimbursed. Damaged books may be assessed a fee based on the severity of the damage to the book. This will be determined by the library media specialist.

## **Behavior**

While students are in the library they are expected to follow the posted rules: Be Safe, Be Kind, Be Respectful, Be Responsible, Love your Books.

## **Computer Access**

Students may use the library computers for instruction, catalog searches, placing holds or doing research during their scheduled class time and during open library times.

## **Selection**

Materials selected for the library will support the curriculum, recreational needs and interest of students. Materials will be chosen for their accuracy, timeliness, and provision of balanced views. Materials will meet the developmental/maturity level of students and will provide for the younger, as well as, the more mature readers. Requests and suggestions from students, parents, and faculty which fit these criteria may also be considered.

### **Donations**

Materials donated to the library are appreciated and will added to our collection if they meet our selection criteria. If not they may be donated to teachers, students, other organizations or disposed of.

### **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.

Materials removed from the collection will have their barcode labels removed. They will be stamped as "No longer the property of Davis School District". They may be donated to teachers, students or other organizations, or disposed of.

### **Inventory**

Inventory will be completed every two years. Dewey and Reference books will be inventoried one year, then Fiction and Everybody Books the next.

### **Parental Restriction**

Davis School District recognizes the right of parents under state law and District Policy *11IR-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.

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**

Canyon Creek Library Advisory Committee will help provide input and promote library programs. This committee will meet at least one time during the school year. They may also help as the Collection Evaluation Committee.

### **Collection Evaluation Committee**

The Canyon Creek 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 specialist will be a voting member of and chair the committee.