

LIBRARY MEDIA SCHOOL LEVEL GUIDELINES FOR READING ELEMENTARY

SELECTION POLICY:

Reading Elementary Library is part of the Davis School District's school library system. It is a collection of picture books, fiction and non-fiction. There is a selection of CDs, videotapes and DVDs. In the library we promote literacy and teach critical thinking.

CURRICULUM: Materials selected for the library will support the district curriculum and offer a variety of subjects in various formats. Materials will be selected for their accuracy, balanced view, and timelines.

SERIESs: As books are added to a series, they will be purchased to complete the set.

REVIEWS: Before the purchase of books, titles will be looked at for reviews whether from reputable companies such as Kirkus, library school journal, titlewave or other professional recommendations. Also suggestions from Staff and Students will be considered.

WEEDING :Several considerations will determine the cause for weeding. Books that are worn out, damage that cannot be repaired, and out of date books. Collection analysis is done to determine those out of date books.

SCHOOL ADVISORY COMMITTEE : This committee will consist of 5 members that include the Media Specialist. Representatives are Shar Weight (Principal), Peggy Hyde (Teacher), Ann Evans (Parent), Crystal Hunter (Parent), and Media Specialist. They will have input on reviews when asked by the Media Specialist. They will meet at least once a year.

SCHOOL EVALUATION COMMITTEE: Those on the Community Council will also be on this committee. It will change from year to year. They will help with ideas that are wanted or needed from the Media Specialist.

CIRCULATION: Books are checked out by students and staff. They are due in 2 weeks. Any book over due needs to be returned before another one is checked out. Kindergarten can check out 1 book at a time. 1^{8t} grade 2 books and 3[^]-6[^] grade 3 books.

FINES: If a book is damaged beyond repair or lost, a fine will be assessed for the purchase price of the book. No donation will be accepted in exchange as the book may have been a library bound book . The Media Specialist will order a replacement. If a paid book has been found during the school year, a refund check will be sent.

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COMPUTER ACCESS: In our library, we have computers available for the students to use. They are for library use only and students must have already signed the acceptable use agreement. Davis School District internet system is being filtered by a proxy server, through the Utah Educational Network. Student use is monitored. Students must be willing to abide by the rules of acceptable use. Any abuse will prevent them from using computers.

DONATIONS: When books are donated to the library, they will be used for prizes or if they are new will be used in our library. Donations of gift cards to book stores are always appreciated and welcomed.

VOLUNTEERS/ LIBRARY ASSISTANTS: Anyone wishing to help in the library must go through the Media Specialist. She will provide any training necessary. Help is always appreciated.

SUMMARY: The Library at Reading Elementary is a welcoming place to gather. It will be open during school hours 8:45 - 3:45pm. Open library is from 8:45- 9:45 every day so that students can exchange books if needed or wanted. Each class has a scheduled time once a week for library. If there are any questions or concerns, please feel free to call the Media Specialist at 801-402-1779. For questions about books, most often those concerns about library materials can be resolved with a discussion to the Media Specialist.