

Tolman Elementary Library/Media Disclosure 2019-2020:

TIGERS READ!



Students, Parents & Guardians, please read, sign, and return bottom portion to your teacher by Monday, August 24th so that you may check out books.

This is your Library! Let's Read, Learn, Discover & Be Inspired!

- **Class Library visits:** Each class has an assigned weekly time to come to the library. This time is for exchanging books and learning, in an interactive way, about literature, storytelling, technology, media, research, library skills and so much more! Your teacher will let you know your library day. Please make special note of this day so you can be prepared and come to the library with your library book(s) each week.
- **Library cards and library catalog login:** You will have your own library card to use for checking out books in the library (this will be kept in the library). You can also use the library catalog from home to put books on hold and do research.
- **Open library times:** Mon-Tues, Fri 8:50-9:30 a.m. You may come to the library during these times, or any time Mrs. Davis is there without a class--every day if you so desire.
- **How many books do you get to check out?**
K-1st - one book (Kinder students begin check-out midway through 1st term)
2nd-6th - two books; more books may be checked out for school projects or with the approval of Mrs. Davis—if you do not have overdue books.
- **Lost/Damaged books:** Tell Mrs. Davis. She will share your sadness. If a book is lost or is beyond repair you will need to pay the cost of the book plus a \$2.00 processing fee. The school **will not accept a copy of the lost book in lieu of payment** (many we own have special bindings). Payment should be made in the library with exact change or a check written out to Tolman Elementary. If a book is returned within 30 days of payment, a refund will be issued.
- **Book HOLDS:** If the book you want is already checked out you may put it on HOLD. This puts you on a list to get the book as soon as it's returned – according to your spot on the hold list. Place holds online after logging on to the library website or writing your name and the book title in the hold notebook located in the library.
- **Overdue books:** There are no fines for overdue books. Books are checked out for one week. Books may be renewed unless another student has it on hold. You need to have your book with you to renew. Overdue notices are sent bi-weekly, usually via email, occasionally printed. You may check out more books when you have no overdue books.
- **Book wish list:** Let Mrs. Davis know about books you'd like to have in our library and they will be considered based on selection guidelines (see Mrs. Davis' web page).

- **Book care:** It's your job to take good care of your library books at home and at school. Please find a safe way to take books home and a safe place to keep them—away from pets, babies, food, drinks, etc. Please use a bookmark instead of marking or bending pages.
- **Behavior:** Expected library behavior is being calm and quiet. Whispering or no talking at all is expected during book exchange and quiet reading time. During library lessons we will be able to talk as a group, play games, share ideas and more!
- **Show your parents the books you bring home:** It's fun and important to talk with your parents about the books you bring home to read. Our library has books for a broad age range of children, so not every book in our library is a good fit for every student. If a title does not work for you, please return it and find something that is a better fit.
- **The Library Media Teacher is here for YOU:** If you have questions, suggestions, or just need an idea for a good book to read, come talk with Mrs. Davis. That goes for parents, too!
Mrs. Davis – Library/Media Teacher 801-402-1909 email: anddavis@dsdmail.net
- **Library Home Page:** To access the detailed Tolman Library Guidelines, the library catalog, and more information about the library, go to <https://library.davis.k12.ut.us/> (select Tolman Elem.)
- **For research:** We use WebPath Express (login to library catalog: username=student #; password=pin #) and Utah's Online Library (on library home page; username=online; password=learning).
- **Media Permission:** If you do not want your student/s to be involved in media coverage—be photographed, interviewed or videotaped by the media or the school librarian—please fill out the “Deny Media Permission” form located on the school web page under “Resources.”
- **District School Library Media Center Policy:**
<https://www.davis.k12.ut.us/district/administration/policy-manual/section-4-instructional-programs>

NEW- eBooks & Audiobooks via the SORA app! Enjoy your library anywhere, anytime!

***** CUT HERE AND RETURN THE BELOW SIGNED PORTION TO YOUR TEACHER *****

I have read, understand, & will follow the 2019-20 Tolman Library Disclosure Guidelines

Student (print) _____ Student (signature) _____

Grade: ____ Teacher (print) _____

Parent/Guardian Signature _____ Date _____