

# Woods Cross Elementary Library Procedures and Policies

## 2018-2019

- **Library visits:** Each class has an assigned time to visit the Media Center. Kindergarten through sixth grades will attend for 30 minutes each week.
- **Open Library Times:** In addition to regular class times, the Media Center is open for book exchange at specified times each day. Students may exchange their books at any of these times and they do not have to wait to come with their class. They will need their teachers' permission. We encourage students to always have a book to read and want them to have access to the library every day of the week.
- **Check-out Limits:** Kindergarten and first grade may check out one book at a time. Kindergarten books remain in the classroom. Second through sixth grades may check out two books at a time.
- **Overdue Books:** Books are checked out for 2 weeks. Students may renew books for an additional two weeks. Students with late books will be allowed to continue to check-out books if they are under the checkout limit. There are no fines for overdue books.
- **Lost or Damaged Books:** Per District policy, payment is required if a student is responsible for the loss or damage of a book. The payment will be the replacement cost of the book, plus a \$2.00 processing fee. The school will not accept a copy of the lost book in exchange of payment as our books are library bound copies. Payment should be made in the school library with exact change or a check written out to Woods Cross Elementary. A receipt for the payment will be sent home with the student the same day as the fee is paid. Refunds are not given after 30 days have elapsed from time of payment.
- **Selection Policy:** The Woods Cross Elementary Library strives to have a current, engaging, relevant and diverse collection. Much attention is given to providing texts which will complement each grade's curriculum. We strive to keep up-to-date informational materials as the budget allows. There is also an effort to provide information on a wide variety of topics, which might be relevant to the ages of our students. Parents are encouraged to take an active interest in their child's reading material. They should have discussions on what is, and is not, appropriate for their particular child. Please do not edit library books. Our library serves a broad age range. Parents and students should realize that not every book in the library will be appropriate for each child in the school. If a title does not work for a particular student, they are encouraged to return it and find something that is a better fit.
- **Book Care:** Please help your child learn to care for books properly. This includes washing hands before handling books, not eating while reading, not marking or bending pages, keeping library books away from younger children and pets, keeping books in a safe place when not in use, carrying books back and forth to school in a bag/backpack (please don't keep treats and water bottles in the same backpack with library books), and returning books to the library on time.

Students will also learn library skills appropriate for each grade level according to the Davis School District DESK Standards and State Library Core Curriculum.

Thank you,  
Julie Millard - Elementary Librarian  
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