

## Fremont Elementary Library Media Guidelines

### Mission Statement

The Fremont Elementary Library Media Center exists to provide informational resources for teachers and students, assist students in developing literacy and research skills, and provide recreational reading opportunities for students. The library media center is a gathering place that promotes knowledge, learning and creativity for all members of the school community.

### Scheduling

The Fremont Elementary Library Media Center will be scheduled 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 and Full-day Kindergarten students receive 30 minutes of library media instruction per week. In the event that Kindergarten is half-day, 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.

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 full group time.

### Circulation

In addition to scheduled class times, the library is open for book exchange at specified times each day. A student may exchange their book at any of these times. First through sixth grades may check out two books at a time. Kindergarten will begin checking out books after learning about book care. Parents of students may check out books for their child.

Books are checked out for 14 days, after which they are overdue. There are no overdue fines assessed at Fremont Elementary; however, students with an overdue book will be allowed to check out one book 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 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 second to last day of the school year.

All patrons must pay the replacement cost for lost materials the cost of bound books are expensive and could be as much as \$25-\$35 plus a \$2 processing fee. If the material is subsequently found within 30 days from the payment date, the money 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.

### **Behavior**

While students are in the library, they are expected to follow the rules. We will go over library rules the first month of school. Other library rules are posted in the library: Be respectful of students and materials, walk quietly, sit quietly on KIVA and tables, be kind to others. Students who do not follow the rules will be given three chances to fix their behavior. If after three warnings they will be referred back to their homeroom teacher.

### **Computer Access**

Students may use the library computers for research and catalog searches during their scheduled class time. Students wishing to use the library computers on their own for research must have a note from their teacher and come when there is not a class in the library. Students may lose library computer privileges if not adhering to the District Acceptable Use Agreement or the library procedures. (Appendix A)

### **Selection**

Materials selected for the library will support the curriculum and the recreational needs of students. Materials will be chosen for their accuracy, provision of balanced views and timeliness. 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, readers. Requests and suggestions from students, parents and faculty, which fit these criteria, may also be considered.

Three different selection aids will be used in selecting materials for the library. Booklists prepared by professional organizations, such as The New York Times and Barnes and Noble, show the trends in demand. Publishers' catalogs will be used to see what is new in the market. Review journals will be used to narrow down the list of possible selections. New releases that have not yet been reviewed may be purchased at the discretion of the Library Media Specialist.

### **Donations**

Fremont Elementary School does not accept book donations for the library.

## 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 collections for being outdated, inaccurate, damaged, duplicates, 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 "DISCARDED". They may be donated to teachers or other organizations or disposed of through the school trash pick-up system.

All areas of the library will be weeded on a regular basis.

## Inventory

To help maintain a timely collection and aid in material selection, an inventory will be done each year. The entire collection will be inventoried on a rotating two-year basis. Non-fiction and paperback materials will be inventoried one year, then fiction and easy reader books the next. Graphic Novels and Reference materials will be inventoried yearly.

## Challenged Library Materials

Davis School District recognizes the right of parents, under state law and District Policy 11/R-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 holding. The policy and forms can be obtained online at <https://resources.finalseite.net/images/v1533333709/davisk12utus/jvbwobjh4kfpovcr4pu/p/SchoolLevelChallengeofLibraryMediaMaterials.pdf>

## Library Advisory Committee

School Level Committee – Each school shall have a Library Advisory Committee which provides input, promotes library programs and may assist in challenges to materials at the school level. This committee should be in place early in the school year and shall meet at least one time during the school year.

### **Collection Evaluation Committee**

The Fremont 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, teachers, school staff members, a 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.

### **Copyright and Legal Issues**

The library supports intellectual freedom as outlined in The Library Bill of Rights (Appendix B).

Davis School District and this library support current United States copyright laws and guidelines. Additional information on copyright can be obtained from The United States Copyright Office ([www.copyright.gov](http://www.copyright.gov)).