

## Clinton Elementary Library Media Policies and Procedures/Guidelines

### Mission Statement

The Clinton Elementary Library Media Center's mission is to empower our students to be S.U.P.E.R. (Students Using their Powers to Engage in Reading!) The Library Media Center is a gathering place that promotes knowledge, learning, creativity, discovery, critical thinking, and student collaboration. We believe "Today a Reader, Tomorrow a Leader!"

### Selection Materials

- Materials will support the curriculum and the recreational reading needs of all students.
- Materials will be chosen for their accuracy, timeliness, and provision of balanced views.
- Materials will include award winning books and popular series.
- Authoritative review lists will be checked before purchasing materials.
- Materials will meet the developmental/maturity level of students at Clinton Elementary.
- Requests and suggestions from students, faculty, and parents, which fit into these criteria may also be considered.

### Weeding

- Clinton Elementary will follow the district policy for weeding. This can be found at <http://www.davis.k12.ut.us/Page/46>

### Donations

- Books donated that are not used in the library will be used as student rewards or given to teachers for classroom use.
- Gift card donations may be used to purchase books or support library activities and/or events.
- Books CANNOT be donated for the replacement of a lost or ruined library book (This is Davis School District Policy).

### Parental Restrictions

- Davis School District recognizes the right of parents under state law and District Policy 111R-107, 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 who desires to restrict their child's access to specific library books or materials shall submit the request in writing to the Media Specialist at the school the child is attending.
- Davis School District policy and forms can be obtained online at <http://www.davis.k12.ut.us/Page/46>

### School Library Advisory Committee

- This committee will help to provide input, promote library programs, assist in any, and all challenges to library materials.
- The committee is formed early in the school year and shall meet at least one time during the school year.
- They may also help or be on the Collection Evaluation Committee.

#### Collection Evaluation Committee

- This committee responds to challenges made to library materials at the school level.
- The committee consists of an odd number of voting members,(not less than five), and may include and an administrator, school counselor, upper and lower grade level teachers, a parent representative and a student representative when appropriate.

The school library media specialist shall be a voting member and chair of the committee.

#### Circulation

- Kindergarten students may check out one book after October, when the media specialist has thoroughly gone over procedures, library expectations, and book care.
- Books checked out will not go home and will be kept in the classroom.
- 1<sup>st</sup> Grade students will start the year out with one book. Mid-year they may check out two books.
- students may check out three books during the research projects timeline.
- Books may be checked out to students for 14 days, after the 14 days the book will be overdue. If a student is still reading that particular book, it may be renewed by re checking it out.

There is not a limit on how many times a book may be renewed.

- After May 1<sup>st</sup>, if a student has an overdue book, they will be unable to check out any additional books until that book is returned or paid for.
- All books checked out to students must be returned 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 teacher's books/materials must be returned to the media center by the second to the last day of the school year.

#### Fines

- All Patrons must pay for the replacement cost of lost or damaged materials(books).
- The replacement fee will be the cost of the book plus a \$2 processing fee.

- If the book is found within 30 days from the payment date, the monies will be reimbursed through the school per the secretary.

The damaged book fee will be assessed based on the severity of the damage and the age of the book as determined by the media specialist.

### Inventory

- A complete inventory of all library materials is performed during the last week of school.

### Scheduling

- We have open library time for the first 30 minutes of each day. Teachers may send up to 5 students at a time with a library pass to exchange their books.
- Each class will be assigned a fixed time in the library for instruction that aligns to the DESK standards and book checkout.
- 1<sup>st</sup>-6<sup>th</sup> grade receives 30 minutes per week for library time, and kindergarten receives 15 minutes.
- Scheduled library times missed due to holidays, assemblies, field trips, and early outs will not be made up, however book exchange times may be scheduled.

When the library is not in use for classes it can be scheduled for research or other events. Students must be accompanied by their teacher during any flexible scheduled time.

### Computer Access

- The Ipads in the library are for students to access the library catalog, and to do research during scheduled research times with the teacher and the class.
- Students may lose library computer privileges if not adhering to the Davis Acceptable Use Agreement or library policies and procedures.

### Library Assistants

- 5<sup>th</sup> & 6<sup>th</sup> Grade students may apply to be library assistants.
- They will work during their recess time either morning or afternoon.
- Duties will include straightening shelves, shelving books, making sure books are on the right shelves, and light housekeeping items,
- The assistants will be rewarded with tokens for incentives and a small thank you party at the end of the year.

### Library Rules for Clinton Elementary

- Listen to the librarian and to others whose turn it is to talk during discussions
- Inquire or ask if help is needed
- Be respectful of others, their space, the library, and library materials.
- Read quietly during reading times, and if you need to talk use a whisper voice.
- Always walk in the library. Running is NOT ALLOWED! Wait quietly in line for your turn.
- Return books on time and to their proper place.
- You make all the difference!!