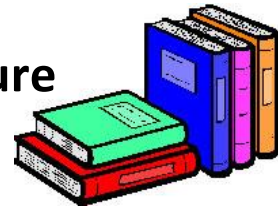


Taylor Elementary Library/Media Center Disclosure



Parents and students,

Welcome to another great year in the library! I'm looking forward to helping you with all of your library needs.

Please read, sign, and return this disclosure to your teacher.

This disclosure must be returned before students can check out library materials!

Library visits: Each class has an assigned time and visits each week. These visits allow for instruction, book recommendations and the exchange of books. To be prepared for library a student must show up with their library books or another reading book. Check the schedule posted outside the library door or ask your child's teacher what day they are scheduled for library.

Open library: The library is open for book exchange Mon, Tues, Thur, and Fri mornings from 8:45-11:00 am, Wed. 8:45-10:30 am, Monday-Thursday afternoons from 3:25-3:45 pm, Friday afternoon from 1:25-1:45 pm. When a student has finished a book, his/her teacher may give him/her permission to come to Open Library Time and exchange it. Students do not need to wait until their regular weekly Class Library Time to exchange books. 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: K = one book (Kinder students begin check-out in January)

1st = one book (2 books starting January)

2nd = two books

3rd-6th = three books

Overdue books: Books are checked out for two weeks. Students may renew a book an indefinite number of times unless another student has the title on hold. Books not checked-in or renewed within two weeks are considered overdue. Overdue notices are sent home weekly. There are no fines for overdue books; however, students with late books will not be allowed to check out until they return the overdue items.

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 lieu of payment.**

Payment should be made in the library with exact change or a check written out to Taylor Elementary. If a book is paid for and then found within 30 days of the payment, a refund will be issued. If it is found after 30 days, there is no refund.

District School Library Media Center Policy: <http://www.davis.k12.ut.us/Page/59503>

Book care: Please ensure library books are well cared for while they are in your possession. This includes washing hands before handling books, keeping books away from food, liquid, small children and pets, using a bookmark instead of marking or bending pages, keeping books in a safe place when not in use, and carrying books back and forth to school in a plastic bag inside a cloth bag/backpack. Please don't keep treats and water bottles in the same backpack with library books!

Selection policy: The school library media centers of the Davis School District exist to provide informational resources for teachers and students, assist students in developing literacy and research skills, and provide recreational reading opportunities. Our goal is to have a current, engaging, relevant and diverse collection, providing information on a wide variety of topics geared to the ages of our students. When selecting books, the first consideration is given to providing texts aligned with each grade's core curriculum. We strive to keep up-to-date informational materials and recreational reading titles as the budget allows. 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. 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.

If you have any questions, please call the librarian, Mrs. Tall, at 801-402-1515.

*****Cut here and return the signed form below *****

Student name (Please print) _____

Grade: _____ Teacher _____
(Please print)

I have read and discussed this Library/Media Center Disclosure with my student/s and we agree to follow the rules and policies of the Library/Media Center.

Parent/Guardian Signature _____ Date _____