

Valley View Library/Media Center Disclosure-Policies 2020-21

Students, Parents and Guardians,

These are some of the Library policies & procedures that will help you start the year off right.



This is your Library!
Read, Discover & Be Inspired

- **Class library visits:** Each class has an assigned time to come to the library. They will exchange books and learn about literature, storytelling, technology, media, research, library skills and so much more! Parents, please make a special note of your child's library day so you can help them remember to bring their books back each week- to return or renew. We will be social distancing & sanitizing often.
 - **Library catalog login (Destiny Discover):** You will use the library catalog at school and at home to search for books, E-books & Audio books in our library, put books on hold, check the status of books. To use the library catalog from home go to- (V V website, Quicklinks, Library, Catalog (Destiny) You have your own login too, where you can put books on hold, make lists of books, etc.
 - **Open library times:** The library is open from 8:50a.m.-3:35p.m. -and any time Mrs. Thorpe is in the library. To come to the library, you need your teacher's permission and a library pass.
 - **How many books do you get to check-out? Kindergarten** - one book that you can trade each day you bring it back to the library, eventually more. **1st grade:** two books for a few weeks and then same as 2nd – 6th. **2nd -- 6th grades:** as long as you don't have overdue books, you can check out as many books as you feel you need, just ask the librarian. Check out SORA for e-books & audio books that you can checkout too!
 - **Book HOLDS:** If the book you want is already checked out, you may put it on "HOLD" so it will be held for you when it gets checked in. You "hold" a book by writing the book title and your name in the "HOLD Notebook - in the library. Or you can put it on hold by logging into your Discover account—Mrs. Thorpe will show you how.
 - **Overdue books:** There are no fines for overdue books. Library books are checked out for: K-1st one week, 2nd -6th 14 days. Books may be renewed (re-checked out) when they are due, unless another student has it on hold. You need to have your book with you to renew. A notice will be sent to teachers each week showing which books are overdue and sent to parents if
 - **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 at home, away from pets, babies, food, drinks, etc.
 - **Lost or damaged books:** Tell Mrs.Thorpe if your book is damaged. She might be able to repair it. If a book is lost or damaged beyond repair, you will need to pay the cost of the book. If a lost book is brought back within 30 days, of your payment, it can be refunded.
 - **Behavior:** You get to follow the school rules with the addition of being quiet and calm. Whispering, or no talking at all, is expected during book exchange & quiet reading time. During library lessons we will be able to talk as a group, play games, share ideas and more!
 - **Your book ideas:** Let Mrs. Thorpe know about books you'd like to have in our library. There is also a book idea form on the library page.
 - **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 remember not every book in our library is a good fit for every student. If you're not comfortable with a book you can stop reading it.
 - **The Media Specialist/Librarian is here for YOU:** If you have questions, suggestions, or just need an idea for a good book to read come talk with Mrs. Thorpe or e-mail her----- that goes for parents too!
 - **For the detailed version:** 'Valley View Library Policies and Procedures', the library catalog, and more information about the library go to <https://valleyview.davis.k12.ut.us/school-information/library>
 - **For research** we use WebPath Express and Utah's Online Library - both found on the library page.
- Mrs. Thorpe- Library/Media Specialist 801-402-2059 e-mail: lthorpe@dsdmail.net**

Please sign online or return this portion to your teacher.

I have read, understand, and will follow the 2020-21 Valley View Library / Media Disclosure/Policies

Student Name (please print)

Student Signature

Grade

Date

Parent / Guardian Signature

LOVE
the LIBRARY