

# Valley View Elementary Library School Level Guidelines

Updated August 2020 Library/Media Specialist: Lori Thorpe

## **Purpose and Philosophy**

The purpose of the Valley View Elementary school library media center and professional is to implement, enrich, and support the educational program of the school. To provide informational resources for teachers and students. To assist students in developing literacy and research skills, and to provide recreational reading opportunities. The Philosophy of our library is to foster a love of reading and learning. "Read, Learn, Discover, Inspire."

## **Collection Development**

- Materials selected for the library will support the district curriculum (D.E.S.K.) and offer a variety of subjects in various formats, providing a broad range of educational, informational, and recreational reading resources.
- The library collection includes picture books, fiction and nonfiction books (including reference), and a special collection of resources for faculty and staff. It may also include a selection of periodicals and art prints.
- The ultimate authority and responsibility for acquisitions rests with the Davis County Board of Education, who has entrusted the responsibility to the site-based school library /media specialist.
- Materials will be selected for their accuracy, balanced views, timeliness, developmental/maturity level of the students, student interests, demand, reliability, needs of students and teachers, relation to the collection as a whole and available budget. Student, parent & teacher recommendations are appreciated and will be considered for addition to our collection, as long as they meet the District Guidelines and Valley View guidelines for collection development. Materials are selected for students from ages 5-12 years old. Our library does not have a young adult collection.
- Preferably hardbound or library bound books will be purchased.

## **Selection Aids**

- Publishers' catalogs and on-line sites (Follett, Amazon, etc.) will be used to see what is new on the market. Requests and suggestions from students, parents, faculty and staff which fit the Collection Development Guidelines will be considered valuable choices for consideration.
- Reviews from authoritative sources (i.e. Booklist, School Library Journal, Hornbook, etc.) will be used to help select materials. Selections should have at least two sources with positive reviews. New releases that have not yet been reviewed may be purchased at the discretion of the Library Media Specialist.
- When available patron and customer reviews will be used to help with the selection process.

## **Acquisition Guidelines**

Materials selected for the collection will be purchased from dependable resources including the Davis School District approved vendors, on-line stores, book fairs, and local retailers, when books are needed immediately.

## **Gifts/Donations**

- All gifts and donations become the property of the Valley View Elementary school media center.
- Donation of any material does not guarantee it will be placed in the Valley View library media centers' collection.
- Accepted Donations: new materials and slightly used (books, magazines, etc.) and gift cards from-- Amazon, Book stores, and office supply stores. Money may also be donated, but any donation requiring a receipt should be made through the Davis Education Foundation, where they can specify the donation to Valley View Elementary Media Center.

## **Audiovisual and Electronic Formats**

Davis School District provides audiovisual content through Safari Montage, Utah Online Library Collection, UEN eMedia. Also, e-books, audio books and read-a-longs are available for check-out through Davis District's Sora app. Valley View Media Center does not have of DVD's or Videos.

## **Weeding the Collection and Inventory**

- In order to maintain an attractive and up-to-date collection, all materials will be evaluated for de-selection. Each section in the library will be weeded at least once every 3 years.
- Materials may be removed from the collection for being outdated, inaccurate, damaged, duplicate, unused, or no longer part of the curriculum.

- Materials removed from the collection will have -school barcode removed, and may have the call number and other spine labels removed. They will be stamped as “No longer the property of Davis School District” or “Withdrawn”.
- Weeded materials may be donated to teachers or other organizations, sold at a book sale, or disposed of through the school trash pick-up system or recycling vendor.

### **Evaluation of the Collection and Inventory**

- At least two times during a school year a collection analysis will be run through Follett Library Resources.
- A collection statistics report will also be run using the library computer database.
- Using the data from these sources will help determine what materials should be purchased to expand the collection efficiently and cater to user demand and library needs.
- An inventory of all library materials will be performed at least once every three years. At least one section per year.

### **Parental Restriction for Their Child**

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 Valley View Elementary school.

### **Request for reconsideration of materials**

- Most often the concerns about library materials can be resolved by discussing the concern with the librarian.
- A parent desiring action beyond restricting their own child's access to a particular book or material contained in the library media center of the school his/her child attends may challenge the placement of the item through the Davis School District Challenge of Library Media Materials process.
- The policy and forms can be obtained from the Library Media Specialist or online at the Davis County School District Website under Administration, Policy Manual, Section 4 Instructional Programs.

<https://resources.finalsite.net/images/v1533333709/davisk12utus/jvbwobjh4kfpovcr4pup/SchoolLevelChallengeofLibraryMediaMaterials.pdf>

- No action or recognition of the complaint will be considered until a completed form is submitted to the Valley View Elementary library media specialist.
- See Davis School District Policy and Procedures 4I-202 School Library Media Centers, section 4, for further details.

### **Library Advisory Committee**

The library advisory committee exists to provide input, promote library programs, and uphold and approve policies. This committee will be formed early in the school year and shall meet at least two times during the year. This committee consists of the library/media specialist, two students from each 6<sup>th</sup> grade class (by invitation of the library/media specialist) and may have parents and/or teacher representatives.

### **Collection Evaluation Committee**

This committee exists to respond 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, department chair/or grade level teacher, 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. This committee will meet once at the beginning of the school year and then as needed.

### **Circulation**

- Kindergarten students check out one book starting after they learn procedures. These books will **not** be taken home per the teacher's request. Each time they bring the book back they can check out another one.
- 1<sup>st</sup> graders may check out one book that may be taken home. They may have more as needed and approved by Mrs.T.
- 2<sup>nd</sup> – 6<sup>th</sup> grade students may check out two books that may be taken home. More books may be checked out as needed and approved by the media specialist. Books should be returned or renewed by their “due date” so more books can be checked out.
- Student's books, K-1<sup>st</sup> grades books are checked out for 7 days. 2<sup>nd</sup> -6<sup>th</sup> grades books are checked out for 14 days, after which they are overdue. To renew, the books need to be brought to the library.
- Faculty may check out as many items as needed for 30 days and may renew them unless they have been requested by another faculty member.

- Students may place a book on HOLD if it is currently checked out of the library. These holds place them on a list to receive the book when it is returned -according to their spot on the "HOLD" list. Students write the book title and their name in the "HOLD" notebook in the library. They will receive notice that their hold is ready with a note outside their classroom door taped to the "Book Holds Ready" sign.
- If a student has a book(s) missing from other schools, they may not be able to check out books at Valley View until the book(s) are returned to that school or the books cost is paid to the school to which it is owed.

### **Schedule and Scheduling**

- At least one adult must be present in the media center to supervise students during classes, during open library times and any other time students are in the library. Students are not allowed in the library without an adult present.
- The Library will be open during regular school hours. Scheduling of classes is under the direction of the principal and/or the faculty member over scheduling, and they may have input from the school library media specialist.
- Each 1<sup>st</sup>-6<sup>th</sup> grade class receives 30 minutes of library media instruction per week. Kindergarten classes receive 15 minutes per week or 30 minutes every other week, to be decided by the teacher and librarian, per district policy.
- Scheduled library periods missed because of NO SCHOOL holidays will not be made up, but book exchange times may be scheduled. Whenever possible the librarian will make up library classes missed for assemblies, etc.
- During the first and last weeks of school the library will be closed for library administrative tasks. Teachers may bring students to tour the library and for a quick check-out, the first week but it needs to be scheduled with the librarian.
- Research classes for the 3<sup>rd</sup> - 6<sup>th</sup> grades may be offered by the Library Media Specialist. Teachers will attend with class.
- All student checked-out library books must be turned in by the Thursday before the last week of school.
- Library media specialists are not to supervise students in assemblies, field days and at other special activities- per district policy.
- Any extra use of the library/media center needs to be scheduled, in advance, with the Library Media Specialist.

### **Fines for damaged or lost books**

- Students will not be charged fines for overdue books that are returned to the library in the same school year.
- Students will be charged replacement cost (not replacement book) for library materials which are damaged or lost. Damaged books will be assessed a fee, or the cost of the book plus a \$2 service fee, based on the severity of damage.
- If the book is found and returned within 30 days from the payment date and by the end of the current school year, the money will be reimbursed (a check mailed to the student's home).

### **Computer Access**

- Students may use the library computers, iPads, or other devices for instruction or research while in their scheduled library. Students may only use the computers in the library if the Media Specialist or at least one faculty member or parent volunteer is present and supervising.
- Students must have signed & follow the 'District Technology Acceptable Use Agreement' and school procedures set forth by the school library media professional and administration when using the library computers. Library computer privileges may be lost if these rules are not followed.

### **Rules and Expectations for Student Behavior While in the Library Media Center**

While in the library students are expected to follow the Valley View School rules "Be safe, be kind and respectful, be responsible." Students will be quiet during check-in/check-out and quiet reading. If expected behavior is not met, students will be subject to the school's current behavior plan.

### **Volunteers/ Library Assistants**

The library media specialist may use adult volunteers and/or student assistants to help with tasks as instructed.

Valley View may use 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grade students as library assistants. Student library assistants are selected through an application process. They will help in the library during one recess, one day per week and will have written approval and permission from their teacher and parents/guardians.

The Valley View Library/Media Center & Library Professional follow the Davis County School District library guidelines and procedures. See district guidelines and procedures at:

<http://www.davis.k12.ut.us/cms/lib07/UT01001306/Centricity/domain/12/files/guidelines/Library%20Media%20Handbook.pdf>