



# Mueller Park Jr. High Library Guidelines & Procedures

## Mission Statement

The mission of the Mueller Park Jr. High Library Media Center is to provide a safe and stimulating environment for students and staff. MPJH library strives to enrich and support the informational, educational, and recreational resources within our diverse school community. The library strives to empower students to become lifelong learners and supports creative thinking and fosters the ability to apply problem-solving skills to diverse and multidisciplinary contexts.

## Hours

Mueller Park Library is available for the school community to use and enjoy

- Monday – Thursday 7:45-3:15, Friday 7:45-2:00
- Open to students during lunch
- A hall pass is required to use the Library during class times

## Circulation

- Books may be checked out for three weeks with an additional two weeks granted for renewal.
- Books may be renewed unless they have been put on hold by another student. Book holds or renewals are done at the circulation desk.
- Students can check out up to 5 books.
- The library catalog is available online.

## Over-due Materials

- Library patrons are charged \$0.10 per day, per item for overdue materials, up to \$5.00.
- Overdue notices will be emailed several times per term.
- Fines can be paid in the office, or through myDSD.

## Lost/Damaged Materials

Lost or damaged books should be reported to the librarian immediately.

- The fine to replace a lost or damaged book can be paid in the office or through myDSD.
- Damaged or lost materials will be fined the cost of replacing the item plus a \$2.00 processing fee.
- Books in good condition found within one month of payment can be reimbursed.
- Fines for lost materials will not be refunded after 30 days.

## Computer Access

Students may use their own devices or library laptops in the library for research, reading, or other educational purposes.

- Laptops can be checked out for one day with student ID cards.
- All students must have signed an Acceptable Use agreement before using school computers.
- Computer use will be denied to those who do not follow district Acceptable Use Guidelines.

## Library Curriculum

In addition to managing the library and promoting literacy, the library teacher will collaborate with teachers to provide instruction in the following areas:

- To supplement the Core Curriculum and Desk Standards
- The use of multiple forms of media for effective research.
- Information literacy.
- Skills to promote life-long learning.

## Reading Philosophy

- We strive to provide a balanced collection of books for a broad range of readers, ages, and interests.
- Not every book is appropriate for every reader. It is up to patrons to choose books that are appropriate for them and to self-censor their own reading.
- We celebrate the rights of the reader to choose to read, or not read, a book.

## Collection Development

- Books and library resources will be purchased as determined by the yearly budget plan and in accordance with our Acquisition Policy.
- Our collection will include both middle age and Young Adult titles. We serve students from 12-15 years of age and will provide a broad range of reading material to fill all levels of student interests and developmental maturity.
- Multiple sources are used to evaluate books prior to purchasing including but not limited to: Horn Book List, School Library Journal, Goodreads, award winners, and starred reviews.

## Book Acquisition

- Materials selected for the library will support the curriculum and the recreational needs of students.
- Materials will be chosen for their accuracy, currency, and provision of balanced views.

## Donations

- The library accepts donations of new books and gift cards.
- The library book acquisition criteria will be used to determine if an item is processed into the library collection.
- Items that do not fit the criteria may be used as prizes, donated to teachers, or given to a recycling vendor.

## Weeding & Inventory

- Weeding and inventory are necessary to keep the collection current and relevant.
- Informal weeding will take place continually throughout the year as needed.
- Materials may be removed from the collection for being outdated, inaccurate, damaged, duplicate, unused, or no longer part of the curriculum.
- A formal inventory will be done once a year.
- Missing items are tagged for removal from the system. If the item is missing for more than a year, it is deleted or replaced.

## Library Advisory Committee

- A Library Advisory Committee consisting of the librarian, parents, teachers, and students will be established to assist in library selections, promotions, and decisions.
- This committee will give advice on selection, library policies, and provide feedback on curriculum and school needs.
- Members will also serve on the Evaluation Committee to assist with the reconsideration process if needed.

## Challenged Library Materials

- Parents are encouraged and welcome to be involved with their child's reading choices.
- Occasionally the content of media material may be questioned. All concerns should be brought directly to the attention of the librarian.
- We follow the district policy for formal reconsideration of library materials.

Davis School District recognizes the right of parents under state law and District Policy *11IR-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. If the material is a required part of classroom curriculum activities, the parent must follow the procedures for waiver contained in 11IR-107 Section 14.

(Revised October 2020)