

## Fremont Elementary Library Media Guidelines

### Mission Statement

The Fremont Elementary Library Media Center exists to provide informational resources for teachers and students, assist students in developing literacy and research skills, and provide recreational reading opportunities for students. The library media center is a gathering place that promotes knowledge, learning and creativity for all members of the school community.

### Scheduling

The Fremont Elementary Library Media Center will be scheduled with input from the library media specialist. At least one adult shall be present during regular school hours. Each class will be assigned a fixed time in the library media center for instruction and book checkout. First through sixth grade students and Full-day Kindergarten students receive 30 minutes of library media instruction per week. If Kindergarten is half-day, students receive 15 minutes per week. Scheduled Library periods missed due to holidays, assemblies, field trips and early outs will not be made up, but book exchange times may be scheduled. Library media specialist are not expected to supervise students in assemblies, field days, and at other special activities.

The library media specialist will supervise the students during their scheduled time. When not in use for scheduled classes, the library will be available for flexible scheduling. Students will be accompanied by their teacher during any flexibly scheduled full group time. The first and last week of school are reserved for library media specialists to work on library administrative tasks.

### Circulation

In addition to scheduled class times, the library is open for book exchange at specified times each day. A student may exchange their book at any of these times. First through sixth grades may check out three books at a time. Kindergarten will begin checking out books after learning about book care. Parents of students may check out books for their child up to the three allowed check outs.

Books are checked out for 14 days, after which they are overdue. There are no overdue fines assessed at Fremont Elementary; however, students with an overdue book will be allowed to check out one book until the missing material is returned, renewed, or the replacement cost has been paid. All books checked out by students must be returned to the media center 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 materials must be returned to the media center by the second to last day of the school year.

All patrons must pay the replacement cost for lost materials the cost of bound books is expensive and could be as much as \$25-\$35 plus a \$2 processing fee. If the material is subsequently found within 30 days from the payment date, the money will be reimbursed. Damaged books will be assessed a fee based on the severity of the damage and the age of the book. This will be determined by the library media specialist.

### **Behavior**

While students are in the library, they are expected to follow the rules. We will go over library rules the first month of school. Other library rules are posted in the library: Be respectful of students and materials, walk quietly, sit quietly on KIVA and tables, be kind to others. Students who do not follow the rules will be given three chances to fix their behavior. If after three warnings, they will be referred back to their homeroom teacher.

### **Computer Access**

Students may use the library computers/iPads for research and catalog searches during their scheduled class time. Students wishing to use the library computers/iPads on their own for research must have a note from their teacher and come when there is not a class in the library. Students may lose library computer privileges if not adhering to the District Acceptable Use Agreement or the library procedures. (Appendix A)

### **Selection**

The selection of library resources and materials shall be done by library professionals at each school site using guidelines and criteria developed under the direction of the District Library Media Supervisor (District Supervisor) and approved by the Assistant Superintendent over Curriculum and Instruction: The criteria shall include at a minimum:

1. relationship to or support of curriculum;
2. developmental/maturity level of students;
3. format;
4. accuracy;
5. timeliness;
6. reliability;
7. provision of balanced views;
8. recreational needs of students;
9. linguistic pluralism for both English language learners and foreign language programs;
10. literary quality; and
11. quality of illustrations.

Requests and suggestions of students, parents, and faculty which fit these criteria may also be considered.

### **Donations**

Fremont Elementary School does not accept book donations for the library.

## **Weeding**

To maintain an attractive and up-to-date collection, all materials will be evaluated for weeding. Materials may be removed from the collections for being: 1. poor physical condition. Literary quality and availability of a replacement if a work remains appropriate for a collection should be considered; 2. superseded by more current information, contain subject matter no longer needed to support the curriculum; 3. receiving little use; 4. providing wrong, inaccurate or dated information; or 5. encouraging stereotypes or biases. Award winning or heavily circulated materials that are damaged or worn out may be replaced at the librarian's discretion when funding is available.

Materials removed from the collection will have their barcode labels removed. They will be stamped as "DISCARDED". The weeded books may be sold, given to a recycling vendor or other organization, donated to teachers and students, or disposed of through the school trash pick-up system.

All areas of the library will be weeded on a regular basis.

## **Inventory**

To help maintain a timely collection and aid in material selection, an inventory will be done each year. The school library media professional is responsible to maintain a regular inventory of materials and equipment. An ongoing inventory process identifies lost, stolen. Or damaged items and allows for an organized collection development process. A formal inventory may be conducted at the beginning or end of the school year to assess the collection and help with selection/acquisition of materials and equipment. Missing items should be regularly deleted to maintain an accurate catalog.

## **Challenged Library Materials**

Davis School District recognizes the right of parents, under state law and District Policy 11/R-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.

Davis School District has approved a Challenged Library Materials Procedure for any complaints regarding collection holding. The policy and forms can be obtained online at <https://www.davis.k12.ut.us/academics/library/library>

### Library Advisory Committee

School Level Committee – Each school shall have a Library Advisory Committee which provides input, promotes library programs, and may assist in challenges to materials at the school level. This committee should be in place early in the school year and shall meet at least one time during the school year.

### Collection Evaluation Committee

The Fremont Collection Evaluation Committee responds 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, teachers, school staff members, a 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.

### Copyright and Legal Issues

The library supports intellectual freedom as outlined in The Library Bill of Rights (Appendix B).

Davis School District and this library support current United States copyright laws and guidelines. Additional information on copyright can be obtained from The United States Copyright Office ([www.copyright.gov](http://www.copyright.gov)).