

Riley Elementary

Library Disclosure 2020/2021

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Eagles can
SOAR
in the
library.



Salt Lake City School District Library Mission Statement

The mission of the Library Learning Center is to ensure that students and staff are effective users of ideas and information. A strong Library Learning Center program, administered by a certified Library Technology Teacher, positively impacts student achievement. The Library Technology Teacher is a certified teacher, instructional partner, information specialist and program coordinator.

- As a **certified teacher**, the Library Technology Teacher collaborates with members of the learning community to analyze learning and information needs, to locate and use resources that will meet those needs, and to understand and communicate the information the resources provide.
- As an **instructional partner** and member of the educational team, the Library Technology Teacher promotes and models curriculum development and effective, collaborative teaching.
- As an **information specialist**, the Library Technology Teacher provides leadership and expertise in acquiring and evaluating information resources in all formats.
- As a **program coordinator**, the Library Technology Teacher works collaboratively with members of the learning community to define the policies of the library media program and to guide and direct all the activities related to it.

Salt Lake City School District Library Resource Selection and Use

The Library Learning Centers in the Salt Lake City School District exist to provide informational resources for teachers and students, assist students in developing literacy and research skills, and offer recreational reading opportunities. Our goal is to have a current, engaging, relevant, and diverse collection that provide information on a wide variety of topics geared to the ages of our students. When selecting books, we consider the needs of the core curriculum and the interests of our students. We strive to keep current informational materials and recreational reading titles as our budgets allow.

Parents are encouraged to take an active interest in their child's reading materials. They should have discussions with their child about what is, and what is not, appropriate for their child. Our library serves a broad age and interest range. Parents and students should realize that not every book in the library will be appropriate for each child in the school. If a parent feels that title is not appropriate for their child, she or he is encouraged to return it to the library as soon as possible and select a book that is a better fit. The Library Technology Teacher is happy to help your child find an appropriate book that meets his or her interests.

Riley Library Policies and Procedures

- The library teacher will collaborate with students, teachers, and the learning community to select books for Backman library. The selection process will follow district guidelines <https://www.slcschools.org/board-of-education/policies/i-7/i-7-ap/english/>. New books will reflect student's cultures and interests as well as meet academic and developmental needs of Backman students. . Donations are welcome and books will be added if they follow District and Backman guidelines. Library books will be purchased with District funding and Book fair profits.
- Each year the Library teacher will be responsible for purchasing new books as well as pulling books from the Backman library. The criteria for book removal will be out dated books, books with damage or low interest. Books removed will be available to students and families. Unclaimed books will be recycled by the district.

- The Library teacher is responsible for maintaining the Backman library collection. The library teacher will address any questions or concerns about individual books or library materials. The library teacher is available before or after school Tuesday through Thursday, by email, or by scheduled appointment.

Library Class Description

- Students in grades kindergarten through fifth grade will visit the library for weekly lessons. During weekly lessons, students learn technology skills, library and information skills. Students are exposed to a variety of children’s literature that will foster a love reading. The library program at Backman School follows the Library Media Core Standards approved by the Utah State Board of Education. The Core focuses on the following key areas: Reading Engagement, Information and Research, and Media Literacy. The Core Standards can be viewed at www.uen.org.

Hours of Operation:

- The library will be open at 8:00 and doors will close 20 minutes after the last bell on schools days.

Book Check-Out

- **Kindergarteners and First Graders** may check out one book each week to read at school in their classroom and the library. Parents may request a family book chosen by their student to be brought home for reading.
- **Second, Third and Fourth Graders** may check out one book each week for reading at school and one book to be responsible for outside of school starting UEA break.
- **Fifth Graders** may check out two books each week, one being for reading in class and the library. Students may make special requests to check out additional books with the librarian with classroom teacher approval.

Overdue Books

- A student, who has forgotten his /her library books on the regularly scheduled day for the class, **may not check out until the overdue books are returned.** Students are able to return and check out books during their class’ scheduled time, before or after school.
- If the student fails to return the books an overdue notice will be provided at the end of each trimester. The student will take this notice home so parents can assist in returning the books to school.
- No fines are charged, but the student’s checkout privilege may be revoked until his/her record is cleared.

Lost or Damaged Books

- The student is responsible for the care of all books he or she has checked out. If a book is lost or damaged, the student must pay for the replacement cost of the book. If the student is unable to pay, other arrangements may be made with the library teacher.

Library Books and Materials

A variety of materials are available and used to teach to teach the library curriculum. They include the following:

Library books



Magazines



Utah’s Online Library



eBooks



computers

Additional internet resources



Library Expectations

- **Be Safe:** Keep hands, feet, and objects to self. Follow procedures with books, computers and materials to meet expectations.
- **Be On Time:** Be ready to learn, read and have fun in the library.
- **Be An Achiever:** Be ready to share your thinking and listen to others thinking! Risk and learn about new topics. Explore and read different genres and text.
- **Be Respectful:** Enter and exit quietly. Follow directions the first time. Follow procedures and routines.



Library Consequences

- **First:** Students will be warned if their learning behavior is unexpected and prompted with the expected behavior.
- **Then:** If unexpected behavior continues, student will be prompted with expected behavior and warned of a time out from the community/learning group in which they will still be responsible for their learning.
- **Last:** If a student's behavior stops the class' learning the student will need to take a break and the library teacher, classroom teacher, and counselor will work with the student to teach the expected behavior to ensure learning for all can resume for the next visit.

Riley's Library Mission Statement

... a place where all are welcome, celebrated and accepted!

... to encourage inquiry and discovery through literature and technology.

... to provide strong learning opportunities that will develop the skills needed to be informational literate to connect with others, their communities and the world.

... to reflect, evaluate and adapt to meet the needs of Backman's diverse learners and school community.

... a place of collaboration, discovery, problem solving, and laughter.



I look forward to meeting everyone this school year and hope you will join me in Riley's Library!

Shelly Powell Hamilton, Library Technology Teacher