

Tolman Elementary
Library Disclosure 2021-2022:

TIGERS READ!



Students, Parents & Guardians, please read, sign, and return bottom portion to your teacher so that you may check out books.

This is your Library! Let's Read, Learn, Discover & Be Inspired!

- **Class Library visits:** Each class has an assigned weekly time to come to the library. This time is for exchanging books and learning, in an interactive way. Please make special note of this day so you can be prepared and come to the library with your library book(s) each week.
- **Library cards and library catalog login:** You will have your own library card to use for checking out books in the library (this will be kept in the library). You can also use the library catalog from home to put books on hold and do research.
- **Open library times:** You may come to the library to return and check out new books during open library times, or any time Mrs. Davis is there without a class--every day if you so desire.
- **How many books do you get to check out?**
K-1st - two books (Kindergarten students begin check-out in October and start with 1 book)
2nd-6th - four books; more books may be checked out for school projects or with the approval of Mrs. Davis—if you do not have overdue books.
- **Lost/Damaged books:** Tell Mrs. Davis. She will share your sadness. If a book is lost or is beyond repair, you will need to pay the cost of the book. If a lost book is returned within 30 days of payment, a refund may be issued.
- **Book HOLDS:** If the book you want is already checked out you may put it on HOLD. This puts you on a list to get the book as soon as it's returned – according to your spot on the hold list. Place holds online after logging on to the library website or writing your name and the book title in the hold notebook located in the library.
- **Overdue books:** There are no fines for overdue books. Books are checked out for two weeks. Books may be renewed unless another student has it on hold.
- **Book wish list:** Let Mrs. Davis know about books you'd like to have in our library. Fill out the form on the library webpage or in person.

- **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—away from pets, babies, food, drinks, etc. Please use a bookmark instead of marking or bending pages.
- **Behavior:** Be Respectful, Responsible and Safe while in the library.
- **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. If a title does not work for you, please return it and find something that is a better fit.
- **The Library Media Teacher is here for YOU:** If you have questions, suggestions, or just need an idea for a good book to read, come talk with Mrs. Davis. That goes for parents, too!
Mrs. Davis – Library/Media Teacher 801-402-1909 email: anddavis@dsdmail.net
- **Library Home Page:** To access the detailed Tolman Library Guidelines, the library catalog, and more information about the library, go to <https://library.davis.k12.ut.us/> (select Tolman Elem.)
- **District School Library Media Center Policy:**
<https://www.davis.k12.ut.us/district/administration/policy-manual/section-4-instructional-programs>

NEW- eBooks & Audiobooks via the SORA app! Enjoy your library anywhere, anytime!

***** CUT HERE AND RETURN THE BELOW SIGNED PORTION TO YOUR TEACHER *****

I have read, understand, & will follow the 2020-21 Tolman Library Disclosure Guidelines

Student (print) _____ Student (signature) _____

Grade: ____ Teacher (print) _____

Parent/Guardian Signature _____ Date _____