

LIBRARY MEDIA SCHOOL LEVEL GUIDELINES
FOR READING ELEMENTARY

SELECTION POLICY: Reading Elementary Library is part of the Davis School District's school library system. It is a collection of picture books, fiction and non-fiction. In the library, we promote literacy and teach critical thinking.

CURRICULUM: Materials selected for the library will support the district curriculum and offer a variety of subjects in various formats. Materials will be selected for their accuracy, balanced view, and timelines.

Series: As books are added to a series, they will be purchased to complete the set.

REVIEWS: Before the purchase of books, titles will be looked at for review. Whether from reputable companies such as Kirkus, library school journal, titlewave or other professional recommendations. In addition, suggestions from Staff and Students will be considered.

WEEDING: Several considerations will determine the cause for weeding .Books that are worn out, damage that cannot be repaired, and out of date books. Collection analysis is done to determine those out of date books.

SCHOOL ADVISORY COMMITTEE: This committee will consist of 5 members that include; Principal, Teacher, Parent and Media Specialist.

SCHOOL EVALUATION COMMITTEE: Those on the Community Council will also be on this committee. It will change from year to year. They will help with ideas that are wanted or needed from the Media Specialist.

<https://resources.finalseite.net/images/v1604601789/davisk12utus/lpil7pqeduw4viaf4e6j/LibraryMediaHandbook.pdf>

CIRCULATION: Books are checked out by Students and Staff. They are due in 2 weeks. Any book over due needs to be returned before another one is checked out.

FINES: If a book is damaged and is still usable, a small fee will be paid. If it is damaged beyond repair or lost, a fine will be assessed for the purchase price of the book. No donation will be accepted in exchange, as the book was purchased as a library bound book. The Media Specialist will order a replacement. If a book is lost and paid for, you have 30 days for a full refund. Any time beyond 30 days of being paid, no refund will be given.

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