

Taylor Elementary Library Media Procedures and Guidelines

Davis School District

2021-22

Materials Selection Policy

The school library media centers of the Davis School exist to provide informational resources for students and teachers, assist students in developing research skills, and provide recreational reading opportunities for students. Taylor Elementary Library is part of the Davis School District's school library system and is governed by the school board. It serves children ages 5 through 12 and elementary school staff. The library collection includes picture books, fiction and non-fiction and popular series. There is also a small selection of DVDs. Materials in the library offer a variety of formats to enhance the curriculum and provide for recreational reading.

General criteria for the selection of books

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 views, and timeliness. Materials will meet the developmental and maturity level of students. Requests and suggestions from students, parents and faculty which fit these criteria may also be considered. The collection will include picture books, fiction and nonfiction books and a variety of award-winning literature.

Donations

Materials donated to the library are appreciated. Unwanted items may be sold at a used book sale, given as student rewards, donated to another organization, given to an interested teacher(s), or given to a recycling vendor. Taylor Elementary Media Center accepts gift cards to purchase books and supplies or monetary donations as well.

Selection aids

Four different selection aids may be used in selecting materials for the library. Booklists prepared by professional organizations that show the trends in demand. Publishers' catalogs will be used to see what is new in the market. Review journals may also be used to narrow down the list of possible selections. Recommendations from district librarians will also be used in determining selection. New releases that have not yet been reviewed may be purchased at the discretion of the Library Media Specialist.

Evaluation of the collection and inventory

Collection evaluation is a very important tool to help in the selection of library materials. Follett Library Resources has a collection management tool that will analyze the current library collection against grade-appropriate Follett Library Resources core collections. A collection statistics report may be run using the library computer database. This report will show the circulation and age statistics. Using the data from these sources will help determine what materials should be purchased to expand the collection and cater to user demand.

Acquisition guidelines

Materials selected for the collection will be purchased from the Davis School District list of approved vendors. The majority of purchases will come from book jobbers or retailers, as they provide the best prices. Materials that are not available through jobbers can be purchased from a publisher if they are on the Davis School District list of approved vendors. When there is an immediate need for materials, they may be purchased directly through a bookstore or online through an e-store.

Weeding

To maintain an attractive and up-to-date collection, all materials will be evaluated for de-selection. Materials may be removed from the collection for being outdated, inaccurate, damaged, duplicate, unused, encouraging stereotypes or biases or no longer part of the curriculum. Award winning or heavily circulated materials that are damaged or worn out may be replaced at the librarian's discretion when funding is available.

Request for reconsideration of materials

Davis School District has approved a reconsideration policy for any complaints regarding collection holdings. The policy and forms can be obtained from any Library Media Teacher or the District Library Media Supervisor. Davis School District recognizes the right of parents under state law and District Policy 11LR-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.

Library Advisory Committee/Collection Evaluation Committee

The school library advisory committee exists to promote library programs, uphold, and approve policies, assist in the collection evaluation, and assist in reconsideration procedures at the school level. This same committee will serve as the Collection Evaluation Committee. The committee consists of seven voting members, and not less than five, and may include an administrator, teacher, department chair and a parent(s) representative. Occasionally a student may be asked to serve on this committee. The school library media teacher or library media specialist chairs the committee.

<https://resources.finalsite.net/images/v1604601789/davisk12ut.us/lpil7pqeduw4viaf4e6j/LibraryMediaHandbook.pdf>

Miscellaneous Items

Students will be allowed to check-out up to three books in grades 2-6. Kindergarten and first grade students can check out up to two books at a time. Books are checked out for two weeks but may be renewed in two week increments as needed.

Fines are assessed for lost or damaged books. These fines should be paid by the last day of the school year in which the loss occurred. Replacement books will not be accepted. The cost paid at the time of purchase plus a \$2.00 processing fee will be the amount owed for the book. If a book is found and returned within 30 days, a full refund will be given, after 30 days, no refund will be given.

Computers in the library may be used for research purposes, locating books through the library catalog, or as needed at the request of a teacher.

The library is open Monday-Friday 8:45-3:45, with an hour lunch break during the day. There is an open library time from 8:45-11:00 am Monday, Tuesday, Wednesday and Friday, Wednesday from 8:45-10:30 when books may be exchanged, with the permission of the student's teacher. The library is open Monday -Thursday from 3:25-3:45 pm and Friday from 1:25-1:45 pm.

Volunteers and library assistants may be used on occasion for the shelving & cleaning books as needed. The media specialist may also use volunteers and assistants for other projects as needed.

<https://www.davis.k12.ut.us/district/administration/policy-manual/section-4-instructional-programs>