

# Sam Morgan Elementary School Guidelines and Procedures

## Mission Statement

Our goal in the library is to help the students be enthusiastic readers, curious learners, and media smart.

## DSD Policy Manual for Instructional Programs

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

## Overview

Sam Morgan Elementary Media Center provides books for Kindergarten through Sixth Grade students. The collection includes picture books, fiction and nonfiction books made available in hard bound and paperback form. Computers are available for students and staff to search for library and digital materials. Authority for the selection of library materials has been designated to the school's media specialist. Any requests by teachers and students are filled by media specialist if funding is available using the criteria below.

## Collection Development

School library collection development is the ongoing process of identifying strengths and weaknesses of the school library's collection of print, non-print, and electronic resources in relation to student and staff needs. School library media centers shall provide a broad range of educational, informational, and recreational reading resources.

<https://resources.finalsite.net/images/v1604602538/davisk12utus/si7y9rqfz40bdxdfzbka/4I-202SchoolLibraryMediaCenters.pdf>

## Criteria for Specific Book Areas

All level and types of books are considered carefully before purchases are made. Criteria for choosing a book is as follows: teacher requests, developmental maturity level, binding, replace outdated/lost or damaged materials, and generally meeting the needs of children on all levels of diversity.

## Lost or Damaged Books

Per district policy, payment is required for lost or damaged books. The payment due will be the cost of the book at the time of acquisition, along with a \$2.00 processing fee. ***The school will not accept a copy of the lost book in exchange for payment.*** A lost or damaged book is to be paid in full to the library or office. If book is found within 2 weeks from payment a refund will be issued. After the 2 week period there will be no refund. Students check out privileges may be suspended until payment is made.

## Gifts/Donations

Cash donations are always accepted. If donated materials cannot replace worn copies or become an addition to the library's collection, they are offered to teachers for classroom collections or sold at a school book sale.

## Evaluation of Collection

Using our Destiny Media Computer Program, reports can be obtained to define age and use of books. Discarding occurs when books have been well loved and are replaced based upon present check out statistics. When aligning books to the Davis Desk Standards, teachers are consulted, in addition to a variety of librarian resources.

## Acquisition Guidelines

Books are purchased from District approved vendors. We also earn books from our school Book Fair, thanks to the support of our student body and their families.

## **Selection Criteria for Periodicals**

We do not purchase periodicals.

## **Weeding**

Library materials are removed from the collection when outdated, worn or rarely used by students and faculty. Materials with invalid information or are heavily worn will be recycled. If materials are in good shape they will be made ready for classroom collections or book sale. A full library inventory is completed at the end of each year.

## **Reconsideration of Materials**

Under District Policy 11/R-107 recognizing Constitutional Freedoms in Public Schools states; "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." Most concerns with specific books can be resolved by a meeting/discussion with the Media Specialist. No parent has the right to make that decision for students other than their own.

## **Library Advisory/Collection Evaluation Committee**

This committee exists to provide input, promote library programs, uphold/approve policies, and assist in reconsideration of any library materials in question. It consists of an odd number of voting members not less than five and may include an administrator, a department chair or grade level teacher, a parent representative, and a student representative where appropriate. The school library media specialist is a voting member and chair of the committee.

## **Volunteers**

Parent volunteers are welcome and scheduled at the first of the year to weekly assist with their student's class. Student volunteers will be selected from the 4 - 6 grades, by recommendations from teachers. They will help by returning books to their proper shelves, light cleaning and straightening, or other jobs that the Media Specialists need done.

## **Copyright and Legal Issues**

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

## **Expected Behavior**

- Hands to themselves
- Treat books, property & others with respect
- Quiet voices used at all times
- No running or rough housing