

# West Point Library Guidelines

## Selection of Materials

- ♦ Library materials are selected to support curriculum and recreational reading of our students.
- ♦ West Point follows the [Davis School District](#) criteria to provide materials.
- ♦ Award winners and popular titles are highly considered.
- ♦ Materials will meet the maturity level of students and will provide for both the younger and more mature readers.
- ♦ Student and faculty requests are considered as they meet the above criteria.

The West Point library has in place a school level [Library Advisory Committee](#) that will provide input and may assist in challenges to library materials. It is under the direction of the school principal and chaired by the library media teacher. Committee members represent an equitable cross-section of school community stakeholders that may include "an administrator, teacher, parent and student representative where appropriate.

## Circulation

- \* K: one book
- \* 1-2: two books
- \* 3-6: three books

Books are checked out for two weeks. After spring break students with overdue books will no longer be allowed to check out other materials.

All books are to be accounted for by the student's final visit to the library the second-to-last week of school.



## Weeding

In order to maintain a current, relevant, up-to-date collection the librarian will annually review the collection to determine which materials should be removed or replaced. Materials to consider are:

- Books in poor physical condition
- Outdated and inaccurate content
- Minimally circulated
- No longer part of the curriculum

Weeded books may be sold to support other library programs or will be donated to charity or disposed of.

## Fines

- There are no fines for late books.
- Damaged or lost books must be paid by the responsible student: the trade cost of the book.
- If materials are found with 30 days from the payment date all monies will be reimbursed.
- The school will not accept a copy of the lost book in exchange of payment.

## Donations

- Donated material may be considered for the library collections as it meets selection criteria.
- Donated material that does not meet library needs will be saved for student rewards or donated to classroom teachers.