



Wasatch Elementary
Library Disclosure 2019-2020
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Salt Lake City School District Library Mission Statement

The mission of the Library Learning Center is to ensure that students and staff are effective users of ideas and information. A strong Library Learning Center program, administered by a certified Library Technology Teacher, positively impacts student achievement. The Library Technology Teacher is a certified teacher, instructional partner, information specialist and program coordinator.

- As a **certified teacher**, the Library Technology Teacher collaborates with members of the learning community to analyze learning and information needs, to locate and use resources that will meet those needs, and to understand and communicate the information the resources provide.
- As an **instructional partner** and member of the educational team, the Library Technology Teacher promotes and models curriculum development and effective, collaborative teaching.
- As an **information specialist**, the Library Technology Teacher provides leadership and expertise in acquiring and evaluating information resources in all formats.
- As a **program coordinator**, the Library Technology Teacher works collaboratively with members of the learning community to define the policies of the library media program and to guide and direct all the activities related to it.

Salt Lake City School District Library Resource Selection and Use

The Library Learning Centers in the Salt Lake City School District exist to provide informational resources for teachers and students, assist students in developing literacy and research skills, and offer recreational reading opportunities. Our goal is to have a current, engaging, relevant, and diverse collection that provide information on a wide variety of topics geared to the ages of our students. When selecting books, we consider the needs of the core curriculum and the interests of our students. We strive to keep current informational materials and recreational reading titles as our budgets allow.

Parents are encouraged to take an active interest in their child's reading materials. They should have discussions with their child about what is, and what is not, appropriate for their child. Our library serves a broad age and interest range. Parents and students should realize that not every book in the library will be appropriate for each child in the school. If a parents feels that title is not appropriate for their child, she or he is encouraged to return it to the library as soon as possible and select a book that is a better fit. The Library Technology Teacher is happy to help your child find an appropriate book that meets his or her interests.

Library Class Description

Students in grades kindergarten through sixth grade will visit the library for weekly lessons. During weekly lessons, students learn technology skills, library and information skills. Students are exposed to a variety of children's literature that will foster a love reading.

Library Goals and Objectives

The library program at Wasatch School follows the Library Media Core Standards approved by the Utah State Board of Education. The Core focuses on the following key areas: Reading Engagement, Information and Research, and Media Literacy. The Core Standards can be viewed at www.uen.org.

Library Books and Materials

A variety of materials are used to teach to teach the library curriculum. They include the following:

- Library books
- Magazines
- Utah's Online Library
- eBooks, computers
- Additional internet resources such as SORA

Library Policies

Hours of Operation:

- The library will be open at 8:30 most mornings for the Wasatch community and close at 3:30 on most afternoons. The library will close at 3:10 when the library will be used for teacher meetings.

Book Check-Out

- **Kindergarteners and First Graders** may check out one book each week to read at school in their classroom and the library. First graders will be able to take books home once responsible borrowing practices are established.
- **Second, Third and Fourth Graders** may check out one book each week for reading at school and one book to be responsible for outside of school starting UEA break.
- **Fifth and Sixth Graders** may check out two books each week, one being for reading in class and the library. Students may make special requests to check out additional books with the librarian with classroom teacher approval.

Overdue Books

- A student who has forgotten his /her library books on the regularly scheduled day for the class, **may not check out until the overdue books are returned.**
- If the student fails to return the books two consecutive weeks, an overdue notice is provided. This notice should be taken home, so parents can assist in returning the books to school.
- No fines are charged, but the student’s check-out privilege is revoked until his/her record is cleared.

Lost or Damaged Books

- The student is responsible for the care of all books he or she has checked out. If a book is lost or damaged, the student must pay for the replacement cost of the book.

Library Expectations	Library Consequences
<ul style="list-style-type: none">• Wait in line quietly• Keep hands, feet, and objects to self• Listen while teacher is talking• Treat books, computers and materials with care• Keep library tidy	<ul style="list-style-type: none">• Verbal warning• Library time-out• Conference with teacher• Phone call to parents

SLCSD Library Fine Procedures

One purpose of the SCLSD Library Learning Centers is to promote independent reading in all students. Books are selected to reflect the needs and interests of all students at a school site. Much like textbooks, access to library books is a critical part of a students’ instructional experience. Independent reading supports the development of fluency at all levels of reading.

Late Fees

1. SLCSD does not charge late fees for books.
2. Libraries *can* limit the number of books students can check out until a book is returned or declared lost.

Lost Books

1. Students must have options for paying off fines for lost books.
 - a. Students can make payments at the school for a lost book. The cost should reflect only the price of the book, not additional processing fees. A cap should be set for the cost of replacement for books that are more than \$20.
 - b. Libraries can set alternative methods for reducing fines.

These can include

 - i. Reading off fines.
 - ii. Working off fines.
 - iii. Using points from school-based behavior systems to pay off fines.
 - c. All options should be communicated to parents when “lost book” notices are sent home. All alternative methods should be reasonably quantified in terms of time.
 - d. Students who choose an alternative method will not be penalized in any other way.
2. Students who lose a book and are homeless, moved to foster care, or have had other traumatic live experiences will have their fees immediately canceled.
3. If a student has lost an excessive number of books (3+ in a school year), the librarian and administrator should discuss this situation with the parents/guardian of the student to create a plan for ongoing check out. This could include periods of time when books are kept at school only, etc.
4. Other instances of consequence should be discussed with the site administrator and/or district library supervisor. SLCSD acknowledges that library budgets are finite; however, we also acknowledge the need for students and families to have the opportunity to read books of interest to them. This is the balancing act we face as an education system.