

## Syracuse Elementary Library Guidelines

### Library Information:

- **Scheduling-** The library schedule is set up in conjunction with the prep schedule, allowing teachers a block of time for grade level planning. This is done by the school administration. Students attend library once a week for 30 minutes. This 30 minute includes selecting new reading material and library core instruction time. Library instruction will align with Davis District Library DESK Standards. Classes missing library for Field Trips or Assemblies will not be rescheduled. However, a quick book exchange time may be arranged by the classroom teacher with the media specialist.
- **Circulation-** Students are allowed to check out 2-3 books, additional books can be checked out for class assignments or projects or with a parent or guardian. Books are checked out for 2 weeks. Students can renew books they have not finished. An E-mail to guardians and written notices are sent to the classroom teacher to be sent home each quarter. There are no fines for overdue books. If a book is lost/damaged students will still be allowed to check out library books to the maximum number allowed. (6)
- **Lost or Damaged Books:** As per district policy, payment is required if a student is responsible for the loss or damage of a book. The payment will be the trade cost of the book along with a two-dollar processing fee. The school will not accept a copy of the lost book in exchange of payment. Fees will be added to the students myDSD account and can be paid online. **No money is accepted in the library.**
- **Computer Access-** Students have access to technology in the library. The same Acceptable Use Policy required by the Davis School District, applies to the library. iPads can be used to access the Library Catalog and for research purposes.
- **Volunteers and Library Helpers-** Volunteers are always welcome to help under the direction of the library media specialist. 6<sup>th</sup> Grade students wanting to help in the library fill out an application, get teacher permission, attend orientation.
- **Syracuse Elementary Library Disclosure-** A complete copy of the Library Disclosure and Library Rules can be found on the library webpage.

### **Selection Policy:**

In selecting materials, the librarian shall: seek approval from the school committee, seek materials which reflect diversity of ideas and perspectives, include only materials which comply with Utah Code Ann. 53G-10-109.

Materials selected for our school collection will follow the guidelines established by the District Supervisor and approved by the Assistant Supervisor over teaching and learning. The criteria will include overall purpose and education significance, compliance with Utah Code Ann. 53G-10-109, are and developmental appropriateness, timeliness and or permanence, readability and accessibility for intended audience, artistic or literary quality and style, quality and value in consideration of cost and/or need, materials which support the needs of English language learners, strengthen students sense of being part of a world or community, explore historical events and ethnic diversity, promoted a love of reading for life-long learning or include a variety of formats and genres and meets multiple purposes (enjoyment, acquisition of knowledge, answering questions, and personal growth)

Requests and suggestions by students, parents, and faculty may be considered.

### **Weeding:**

In making determinations for removal and/or replacement, the Librarian, in consultation with the school committee, may consider whether the material is in poor physical condition, more current information available or no longer needed to support curriculum, receive little use, provides wrong, or dated information or that encourages stereotypes or Biases, or is not compliant with Utah Code Ann. 53G-10-109.

Weeding is essential to maintain a current, up-to-date collection. The collection in the library will be reviewed at least yearly.

### **Donations:**

Book donations are accepted at our library. Books should be new or barely used and should be no older than 5 years. Book donations can be done through the Davis Education Foundation as well. Donations will be reviewed then accepted or rejected using the same criteria as purchased materials.

**Parental Restrictions:**

The librarian and the School Committee strive to have a library collection that all students and parents consider appropriate. Nevertheless, the District recognizes the right of parents under state law and District Policy 11R-107 Recognizing Constitutional Freedoms in Public Schools, to restrict their child's access to materials the parent deems inappropriate. However, parents do not have the right to make that determination on behalf of other parents and students. A parent desiring to restrict their own child's access to specific library materials shall submit the request in writing (or via email) to the Librarian at the school their child is currently attending.

**School Library Committee:**

Each school shall have a School Library Committee which includes an odd number of members not less than 5 people. The School Committee shall include the Librarian who serves as chair of the School Committee, a school administrator, and minimum of three parents with standing. One parent on the School Committee shall be a member from community council, PTA, and one parent will be appointed by the school administration. No two members on the committee may be members of the same family. Any additional parents shall be selected by a lottery of applicants.

[Davis School District Policy and Procedures Subject: 4I-202 School Library Media Centers](#)