

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. 6th 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:

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 support curriculum, maturity level of students, format, accuracy, timeliness, reliability, balanced views, recreation needs of students, linguistic pluralism for English language learners and foreign language programs, literary quality, and quality of illustrations.

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

Weeding:

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

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.

Parental Restrictions:

The District recognizes the right of parents under state law and District Policy 11IR-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 shall submit the request in writing to the library professional at the school the child is attending.

School Library Advisory Committee:

Each school shall have a Library Advisory Committee which provides input, promotes library programs, and may assist in challenges to materials at the school level. This committee should be in place early in the school year and shall meet at least one time during the school year.

Collection Evaluation Committee:

Each school shall have a Collection Evaluation Committee to respond to challenges to library materials. The Collection Evaluation Committee consists of an odd number of voting members, not less than five, and may include an administrator, department chair/or grade level teacher, parent representative, and student representative where appropriate. The school library media teacher or library media specialist shall be a voting member of and chair the committee. The District Appeal Committee assists in School Level Challenge procedures.

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