

# THE PHOENIX LANDING LIBRARY

## *Procedures and Guidelines*



### **Purpose and Philosophy**

The purpose of the Phoenix Landing Library is to meet the learning needs of students and staff, to increase literacy and research skills, and to provide for the recreational reading of everyone at the school. We seek to develop critical thinkers and provide them with the tools and resources they need to seek knowledge.

## **LIBRARY USE**

### *Checkouts and Lost/Damaged Items*

Book checkouts last for fifteen school days. Students may renew once by logging into Destiny (see the Catalogs tab at the top of the page) and renewing the book or by visiting with the librarian. Fines are ten cents per item for each day it is overdue. We have a ten-day grace period. Students will be assessed a fee for damaged books.

Students will be charged the price of a book plus five dollars processing for lost books and books that are over forty days late. If a student finds and returns the book, the student will be responsible for paying the overdue charge associated with the book.

Fines can be paid in the office or on MYDSD.



### **UTAH'S ONLINE LIBRARY**

Students have 24/7 access to Utah's Online Library which provides credible sources in databases, media, and much more. It is accessible via our library website.

### **OVERDRIVE**

Students may check out eBooks and audiobooks free of charge, without late fees, and any time by using their Office365 credentials at [DAVISUT.LIBRARYRESERVE.COM](http://DAVISUT.LIBRARYRESERVE.COM)

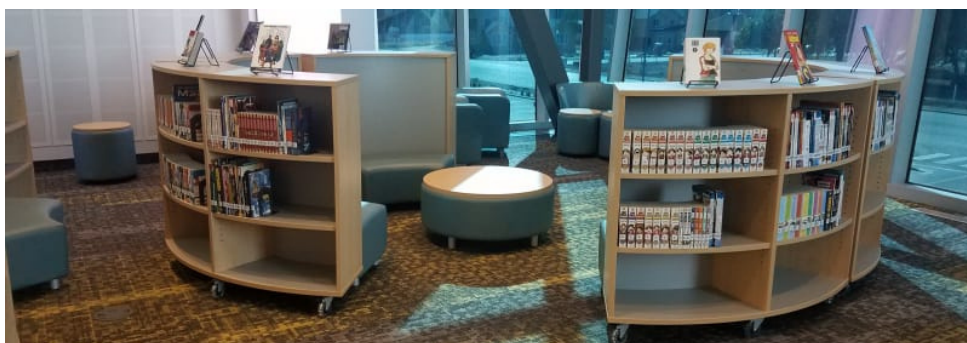


## COLLECTION DEVELOPMENT

Farmington High School students have access to great information and great books. All materials that are selected will meet the criteria that is established in the Davis School District Policy and Procedures under section 2.1.1. Materials are added to the collection if they meet all or part of the following criteria:

- They are related to the curriculum.
- They are age appropriate.
- They contain accurate, timely information.
- They are in a format students can understand.
- They provide a balanced view or can be combined with other sources to offer a balanced view.
- They meet the recreational reading needs of students.
- They meet the needs of language learners and foreign language programs.
- They are of high literary or illustrative quality.

Materials that no longer meet the needs of the school will be removed (weeded) from the collection, including materials that receive little to no use, are damaged, or contain incorrect or out-of-date information.



**Lunch:** Students are welcome to use the library during lunch time for reading, games, and more. Students may eat lunch in the library as long as it is eaten at a table and all messes are cleaned up.

**Printing:** Students may come to the library to print before school, during M.A.P.S., during lunch, and after school.

**3D Printing:** Students can design and print items on the 3D printer and/or 3D pens. Items must be school appropriate.

## LIBRARY ADVISORY COMMITTEE

Each year the Phoenix Landing Library will establish a Library Advisory Committee which will provide input, promote library programs and may assist in challenges to materials at the school level. Members will also serve on the Evaluation Committee to assist with the reconsideration process if needed.

## PARENTAL RESTRICTION

Parents are encouraged and welcome to be involved with their child's reading choices.

As stated in the District Library Policy, "A parent desiring to restrict their 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."

## CHALLENGED LIBRARY MATERIALS

Occasionally the content of library materials may be questioned.

- All concerns should be brought directly to the librarian's attention in a timely manner.
- Often parent concerns can be addressed by talking through our library policies and working with the librarian to restrict their own child's access to specific library materials if needed.
- If further action is desired, we will follow the district policy in place for formal reconsideration of library materials.