

## **Layton Elementary School Media Center**

### **Mission Statement**

It is the goal of Layton Elementary Media Center to provide a wide range of materials on appropriate levels that will encourage study and a love of reading.

### **Scheduling of the Media Center**

The Media Center will be scheduled with input from the library media specialist as well as the school administration. Each class will be scheduled in the media center for instruction and book check out. Scheduled library periods missed due to holidays, assemblies, field trips and early outs will not be made up, but book exchange times may be scheduled.

### **Circulation**

Kindergarten may checkout one book at a time after instruction from the media specialist which will be at the end of the second term. First grade students may check out one book. All other students from second to sixth grade may check out two books. Books for students may be checked out for 14 days, after which they are overdue. There are no overdue fines assessed at Layton Elementary; however, students with an overdue book will not be allowed to check out other materials until the missing material is returned, renewed or the replacement cost has been paid. All books checked out by the students must be returned to the media center two weeks before the last day of school or the cost of replacement must be made. All fines assessed must be paid two weeks before the last day of school.

### **Behavior**

While students are in the library, they are expected to follow the posted rules. Students who choose not to follow the rules will be asked to sit at a table for a few minutes. If the student continues to ignore the rules, then he or she may be sent back to the teacher.

### **Computer Access**

Students may use the library computers for material look-up, instruction or research during their scheduled class time and during individual check out times. Students may lose library computer privileges if not adhering to the District Acceptable Use Agreement or the library procedures.

## **Selection Criteria**

Layton Elementary follows the Davis County School District policy regarding the selection of materials. Along with the District policy, we use the following as a guide.

- Literary and artistic excellence
- Support of the curriculum and educational goals of the school
- Reviews found in standard selection sources
- Booklists prepared by professional organizations, such as the New York Times and Barnes & Noble, show the trends in demand
- Publisher's catalogs will be used to see what is new in the market
- Reputation and significance of the author, illustrator, or publisher
- Materials selected for purchase will have at least two positive reviews
- New releases that have not yet been reviewed may be purchased at the discretion of the Library Media Specialist

## **Donations**

Materials donated to the library are appreciated and will be dealt with at the discretion of the library media specialist following the selection criteria policy. Unwanted items may be sold at a used book sale, donated to another organization, or given to a recycling vendor.

## **Weeding**

In order to maintain an attractive and up-to-date collection, all materials will be evaluated for weeding. Materials may be removed from the collection for being out dated, inaccurate, damaged, duplicate, unused, or no longer part of the curriculum. Award winning or heavily circulated materials that are damaged or worn out may be replaced at the librarian's discretion when funding is available. Materials will be evaluated at least once a year or as needed.

## **Challenged Material**

Davis School District recognizes the right of parents under state law and District Policy 11/R-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 or materials shall submit the request in writing to the media specialist at the school the child is attending.

Davis School District has approved a Challenged Library Materials Procedure for any complaints regarding collection holdings. The policy and forms can be obtained at <http://www.davis.k12.ut.us/Page/46>.

### **School Library Advisory Committee/ Collection Evaluation Committee**

The school library media committee exists to promote library programs, uphold and approve policies, and assist in reconsideration procedures at the school level. The committee consists of an odd number of voting members, not less than five, and may include an administrator, department chair, teacher, and parent representative. It may include a student representative. The school library media specialist chairs the committee.

### **Library Assistants/Volunteers**

Students in the 5<sup>th</sup> and 6<sup>th</sup> grades may apply to be a library assistant. Library assistants help with re-shelving and straightening books, dusting shelves, clean tables and other tasks the library may assign. Individuals interested in volunteering in the library may coordinate with the library media specialist.