

## Mountain View Elementary School

Library Disclosure 2021-2022

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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 provides 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 parent feels that a 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 Expectations and Policies

## Library Class Description

Students in grades Kindergarten - Fifth visit the library for weekly lessons. During weekly lessons, students learn technology skills, digital citizenship, library and information skills. Students are exposed to a variety of children's literature that will foster a love reading. Pre-K visits the library twice a month.

## Library Goals and Objectives

The library program at Mountain View Elementary 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](http://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
- Sora (online eBooks and audiobooks)
- Canvas
- Zoom
- Office365/Teams
- Nearpod
- Magazines
- Reference Books
- Utah's Online Library
- eBooks, computers
- Additional internet resources.

## Library Expectations

- Be Safe. Be Responsible. Be Caring. Be Respectful.
- Wear your mask properly at all times.
- Wait in line, standing a dot, quietly to be respectful of other students and classes
- Keep hands, feet, and objects to self
- Listen while the teacher or other student is talking
- Treat books, computers and materials with care
- Keep library organized by putting materials away
- Return books each week. Books can be renewed for two weeks. The library only has one copy of most books, so this allows more students to read the book.

## Library Consequences

- First: Remind student of the library/school expectation and give the opportunity to correct the behavior.
- Second: Relocate the student from the situation.

- Inform the classroom teacher on the rotation behavior form.
- Third: Talk to the principal and parent or guardian.
- Fourth: Remove the student from the library rotation for a week.

## **Library Policies**

### **Hours of Operation:**

- Hours: 8:00 - 3:15
- Students may use the library during their weekly scheduled time and afterschool until 3:15. Students may also return books during the day if there is not a scheduled class in the library. The Library is open all day for student use on Tuesdays. Students may use the printer for school assignments and materials.

### **Book Check-Out**

- **Kindergarteners** may check out one book each week.
- **First Graders** check out one book each week at the beginning of the year. Later, they are allowed two.
- **Second Graders** check out two books each week.
- **Third, Fourth, Fifth Graders** check out two books or magazines each week.
- **Dual classes** check out one book in English and one in Spanish.
- **Pre-K** checks out one book starting in January.
- **Magazines stay at school.**
- **Sora** – Students can check out eBooks and audiobooks 24/7.
- **Parents** are encouraged to check out books. Ask the librarian for a library card. Limit five books at a time.

### **Overdue Books**

- A student who has forgotten their 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 book(s) for two consecutive weeks, an overdue notice is provided. This notice should be taken home, so parents can assist in returning the books to school. The teacher receives an email.
- Parents will receive an email notice or written notice if the book is more than one month overdue.
- No overdue/late fines are charged, but the student's check-out privilege can be revoked until their record is cleared.

### **Library Fines for Lost or Damaged Books**

- During the time that the book is checked out, the student is responsible for the care of the book. If a book is lost or damaged, we ask for the replacement cost of the book or the student and the parent can create a plan to work off the price of the book with the Library Technology teacher. Read the Salt Lake City School District Library Fine Procedure that is linked on the library webpage.

### **Grading and Library Assignments**

Students will receive a library technology grade. Students are graded on attendance, participation and completion of library lessons or assignments. Students will need to:

- Complete all assigned library lessons, activities, projects and quizzes.
- Students should have time to complete the assignments during their 30-minute library rotation.
- Some projects might require reading a book, text or article at home. This could also count for your classroom reading minutes.
- Extended activities are included and can be done for fun, more knowledge or just because you want to learn more about a topic.
- Students will have **two** weeks to turn in a missed lesson. They will need to contact Miss Bundy for the library assignment.

### **Materials**

All materials will be provided for students in the library.

- Books or other materials to read
- Computers
- Paper
- Writing materials
- Other school supplies

### **Donated Books and Materials**

- Mountain View accepts book and other library materials. The items may be used in library circulation or donated to other classrooms where they will best serve the students.

### **Volunteer**

- Volunteers are always welcome in the library.
- Volunteers can shelve library books before, during and after school.
- Help with book fairs.
- Help with Battle of the Books.
- Help with Friday Maker Space activities.
- Come read a book to a class.

### **Non-Discrimination Statement**

No district employee or student shall be subjected to discrimination in employment or any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment Opportunity matters. The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United States Code, including scouting groups. The following person has been designated to handle inquiries and complaints regarding unlawful discrimination, harassment, and retaliation: Tina Hatch, Compliance and Investigations, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578-8388. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.