



Centerville Elementary Library Procedures and Guidelines



Library visits: Each class has an assigned time and visits each week. Students are expected to be prepared for library with their library books or another reading book. Library visits allow for instruction, book recommendations, and book exchange.

- Kindergarten – 15 minutes once a week.
- 1st – 6th Grades – 30 minutes once a week.

Open Library: The library is open for book exchange Monday through Friday as schedule permits. Students may visit library to exchange books during open times if they finish their books **with their teacher's permission and if librarian is available**. Students may also visit library for book exchange *after school 3:25-3:45 pm*. Friday's anytime the librarian is available and in the library.

Checkout limits:

- Kindergarten – 1st grade: one book – stays at school
- 2nd grade: two books – stays at school (subject to change)
- 3rd – 6th grade: three books (subject to change)

Overdue Books: Books are checked out for two weeks after this time they will become overdue. If students have overdue books, they may not be able to check out new materials. (There are exceptions due to circumstances.) Overdue notices will be sent home with the student. Fines are not assessed for late or overdue books.

Lost or Damaged Books: Per District policy, damaged or lost books must be paid for by the responsible student. The payment will be the cost of the book plus a processing fee. Payment can be made in the library with cash or check. Credit card payments can be made in the office. If the lost book is found within 30 days of the payment, a refund will be issued.

Student Behavior in Library: While students are in the library, they are expected to follow School and Library rules. Students are expected to use quiet voices and use appropriate library behavior. Kindness and respect are expected towards other students, adults, and library materials.

Book care: Students should take proper care of checked out books while they are in their possession. This includes washing hands before handling books, keeping books away from food and liquid, small children, and pets. Using a bookmark instead of marking or bending pages and keeping books in a safe place when not in use. Water bottles and treats should not be carried in the same backpack with library books, devices, and schoolwork to avoid damage.

Donations: Materials donated to the library are appreciated. Donated material that does not meet the library needs will be saved for student rewards or passed on to classroom teachers or another organization.

Weeding: In order to maintain an attractive and up-to-date collection, all materials will be evaluated for weeding during inventory. Materials may be removed from our collection for being outdated, 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.

Selection policy: The school library media centers of the Davis School District exist to provide informational resources for teachers and students, assist students in developing literacy and research skills, and provide recreational reading opportunities. It is our goal to have a current, engaging, relevant and diverse collection, providing information on a wide variety of topics geared to the ages of our students. We strive to keep up-to-date informational materials and recreational reading titles as the budget allows. Parents are encouraged to take an active interest in their child's reading material. Parents and students should realize that not every book in the library will be appropriate for each child in the school. If a title does not work for a particular student, they are encouraged to return it and find something that is a better fit for them.

Library Advisory Committee: This committee will be comprised of the school librarian as chair, and includes an administrator, along with three parents as invited.

Weeding: In order to maintain an attractive and up-to-date collection, all materials will be evaluated for weeding during inventory. Materials may be removed from our collection for being outdated, 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.

Parental Restriction: Davis School District recognizes the right of parents under state law and District Policy 11IR-107, 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 librarian at the school the child is attending.

Davis School District has approved a Challenged Library Materials Procedure for any complaints regarding collection holdings.

DAVIS SCHOOL DISTRICT SCHOOL LEVEL CHALLENGE OF LIBRARY MEDIA MATERIALS

<https://resources.finalseite.net/images/v1599757574/davisk12utus/jvbwobjh4kfpovcr4pup/SchoolLevelChallengeofLibraryMediaMaterials.pdf>