

Materials Selection Guidelines for Meadowbrook Elementary **“If you can read- You can do anything!!!” Becky Johnson**

Overview

The school library media centers of the Davis School District exist to provide informational resources for students and teachers assist students in developing research skills, *to assist students in developing literacy and research skills* and provide recreational reading opportunities for students. Meadowbrook Elementary is part of the Davis School District's school library system, and is governed by the school board. It serves children ages 5 -12 and elementary school staff. We strive to provide quality materials to support education and reading in all grades, levels and interests. The library collection includes picture books, fiction and nonfiction. Materials in the library offer a variety of formats to enhance the curriculum and provide recreational reading. The Board of Education delegates authority for the selection of library materials to library media professionals.

General Criteria for the selection of books

Materials selected for the library will support district curriculum and offer a variety of subjects. They will also provide recreational reading for the school community. *Materials will include award winning books and popular series. Materials will meet the developmental/maturity level of students and will provide for the younger, as well as, the more mature readers.* Requests from students and staff are considered valuable choices for purchase. Materials donated to the library are appreciated and will be dealt with at the discretion of the library media professional following the selection criteria policy.

Selection Aids

Authoritative lists will be used to aid the media specialist in selection of materials. *Materials selected for purchase will have at least two positive reviews and be age appropriate for the library community before adding a title to the catalog. New releases that have not yet been reviewed may be purchased at the discretion of the Library Media Specialist.*

Evaluation of the collection

A collection analysis will be run annually. A collection statistic report may also be run using the library computer database to determine what materials should be purchased to expand the collection and cater to user demand.

Acquisition Guidelines

Materials selected for the collection will be purchased from dependable resources including Davis School District approved vendors, online stores and book fairs. When there is an immediate need for materials, they may be purchased directly through a bookstore.

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.

Parental Restrictions

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.

Request for reconsideration of materials

Davis School District has approved a reconsideration policy for any complaints regarding collection holdings. The policy and forms can be obtained from the District website.

Davis District Information can be found here:

https://resources.finalsite.net/images/v1662562418/davisk12utus/mugrgctarfdx7hizildi/4I-202SchoolLibraryMediaCenters_1.pdf

Committees

The **Meadowbrook Library Advisory 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, parent representative and student representative. The school library media specialist chairs the committee.

Circulation

3rd through 6th grade student will be allowed to check out up to 4 books at a time. 2 grade students will be allowed to check out 3 books at a time. First grade students will be allowed to check out 2 books at a time. Kindergarten will be allowed to check out 1 book at a time.

2nd through 6th grade students will be allowed to check out 2 books at a time. K-1st will be allowed 1 book each week. Kindergarten books are not to be taken home, per teacher request/ Exceptions will be allowed with permission of teacher or parent. Request must be submitted in writing. Books will be due after two weeks, with a maximum of 2 renewals.

Scheduling

Each class will be scheduled for 30 minutes each week. Kindergarten is allowed at least 15 minutes each week. If special circumstances arise precluding a library session that class will not be rescheduled. At other times, students will only be permitted in the library with a library pass. Open library is all day long, with the exception of lesson time in lower grades when media specialist will be unavailable to serve patrons.

Fines for Lost or Damaged Books

All lost books and books damaged beyond repair will be charged the maximum fine, this will be the cost of the book plus two dollars. Slight damage will be assessed in a case by case scenario. Refunds will only be issued if the book is found within 30 days of payment.

New Section Student Devices in Library.

Students are encouraged to bring devices to access the Meadowbrook catalog and SORA. Students will be trained on using Destiny Discover / Library Catalog and SORA. Devices are to be used only for the catalog and SORA. Infractions will result in loss of privilege of having device in library.

Volunteer Help

Library volunteers and assistants are welcome in the library. Adult volunteers will receive training before helping in the library. Volunteers aid students with the Destiny system and help in organizing the library.

Student assistants (interns) are chosen from the 5th grade class and receive training. Duties may include re-shelving books, straightening assigned areas of library and running errands for the media specialist. Student assistants will donate one recess per week. Assistants will be provided with a library pass.

Updated August 2022