

# LEGACY JUNIOR HIGH LIBRARY PROCEDURES AND GUIDELINES



**MISSION STATEMENT:** The mission of the Legacy Junior High Library is to inspire students to love to read and learn, in a safe and engaging environment. We strive to collaborate with the faculty, administration, and community through means of technology, engaging students using various forms of media, and teaching tools of research that will keep our students informed and skilled in how to enrich their future endeavors.

## **HOURS:**

- Monday, Tuesday, Thursday, Friday: 7:45 - 3:15
- Wednesday: 9:30 - 3:15
- The library is also opened during both lunches unless being used by a class.

## **CIRCULATION:**

- All members of the school community can check out materials from the library.
- Students may check out up to 4 books at a time.
- Books are checked out for a 3-week period.
- Books may be renewed or put on hold at the circulation desk unless the title has been put on hold for another student.
- Ebooks and audiobooks from OverDrive may be checked out on any device by logging in to Soraapp.com, through a link on the library online catalogue, or in Microsoft Office 365
  - Students and teachers log in using Microsoft Office 365 login info

## **SCHOOL LIBRARY COMMITTEE:**

- A library committee consisting of no less than five members, including the librarian, parents, and administration, will decide on books to be purchased for the library as well as books to be removed.
- Parents on the committee will be chosen by administration, community council, and the PTSA.

## **COLLECTION DEVELOPMENT:**

- All books selected for collection development must be approved by the School Library Committee.
- Materials selected for the library will support the curriculum and recreation of students.
- Materials will be chosen for their accuracy, currency, and provision of balanced views.
- The library collection includes award winning books and popular series.
- The collection will include both middle age (4<sup>th</sup> - 8<sup>th</sup> grades) and young adult (ages 12+) titles.
- We serve students from 12-15 years of age and will provide a broad range of reading material to fit all levels of student interests, demographics, and developmental maturity.
- Requests from students and faculty which fit these criteria will also be considered.

- The library is a safe space which will be enriched by a diverse collection of books that allows all students of any background to feel represented. The library collection will also encourage all students to access empathy for those with different perspectives than their own.
- [41-202 Section 1 Selection of Materials](#)

### **OVERDUE MATERIALS:**

- There are no fines for overdue books. Emails will be sent once a month for overdue books. Students can renew books as often as they need unless another student has a hold on that book.

### **LOST/DAMAGED MATERIALS:**

- Lost or damaged books should be reported to Mrs. Fager right away.
- The fine to replace a lost or damaged book must be paid in the office or myDSD and the receipt should be brought to the library.
- Students who damage or lose materials will be fined the cost of replacing the item plus a \$2.00 processing fee

### **READING PHILOSOPHY:**

- The library provides a balanced collection of books for a broad range of readers, ages, and interests.
- Not every book is appropriate for every reader. It is up to patrons to choose books that are appropriate for them and to self-censor their own readings they choose.
- We celebrate the rights of each reader to choose what they will and will not read.

### **LIBRARY INSTRUCTION:**

- Teachers may schedule library orientation to introduce classes to the library and librarian.
- Teachers may schedule lessons in collaboration with the librarian to supplement classroom curriculum, such as lessons on genres, copyright, plagiarism, and research.
- Teachers may schedule “book talk” lessons to support curriculum or student interests.

### **DONATIONS:**

- The library accepts donations of new books and gift cards.
- Items that do not fit the library catalogs criteria or needs may be used as prizes, donated to teachers, or given to a recycling vendor.

### **WEEDING AND INVENTORY:**

- Weeding and inventory are necessary to keep the collection current and relevant.
- Informal weeding will take place continually throughout the year as needed.
- Materials may be removed from the collection for being outdated, inaccurate, damaged, duplicate, unused, or no longer part of the curriculum.
- Books that need to be removed based on sensitive materials will need to be reviewed by the School Library Committee.
- A formal inventory will be done once a year.

### **CHALLENGED LIBRARY MATERIALS:**

- Parents/guardians are encouraged to be involved with their child's reading.
- Occasionally the content of media material may be questioned. All concerns should be brought directly to the attention of the district.
- We follow the district policy for formal reconsideration of library materials:
  - The librarian and the School Committee strive to have a library collection that all students and parents consider appropriate. Nevertheless, the District recognizes the right of parents under state law and District Policy 11IR-107 Recognizing Constitutional Freedoms in Public Schools, to restrict their child's access to materials the parent deems inappropriate. However, parents do not have the right to make that determination on behalf of other parents and students. A parent desiring to restrict their own child's access to specific library materials shall submit the request in writing (or via email) to the Librarian at the school their child is currently attending. If the material is a required part of classroom curriculum activities, the parent must follow the procedures for waiver contained in 11IR-107 Section 14. The policy and forms can be obtained online at <https://www.davis.k12.ut.us/academics/library/library>
- If a parent, student, staff member, or board member feels that a specific library material contains sensitive material, they may request that the material be considered for removal. The form for that can be found here: <https://www.davis.k12.ut.us/academics/library/library>

*Updated September 2022*