



MILLCREEK LIBRARY



GUIDELINES

Contact Information	<ul style="list-style-type: none">• Mrs. Wiedeman• mwiedeman@dsdmail.net, 801-402-6200
Library Hours	<ul style="list-style-type: none">• Monday , Tuesday, Thursday: 7:45am – 3:15 PM• Wednesday: 9:30-3:15 PM• Friday: 7:45am – 2:55 PM
Library Mission	<ul style="list-style-type: none">• The library should be engaging, stimulating, promote literacy, provide access to media technology, and bridge to the community.• The school Media Center is a gathering place to promote access to information, materials, and services for all members of the school community.• We exist to support the needs of the school community while providing a space to seek knowledge, encourage creativity, promote the exchange of ideas, build school community, and enhance the quality of teaching and learning.• The MJH Library has in place a school-level Library Advisory committee and a Collection Evaluation Committee that consists of no less than five members. These are under the direction of the school principal and chaired by the library media teacher. Committee members represent an equitable cross-section of school community stakeholders that may include an administrator, and parent representatives. These committees "provide input, promote library programs, and may assist in challenges to materials at the school level". 4I-202 School Library Media Centers
Davis School District	Millcreek Junior High Library follows the District Library Policies and Guidelines. See links below for details. <ul style="list-style-type: none">• District Library Policies: 4I-202 School Library Media Centers• DSD Instructional Programs: Section 4: Instructional Programs
Visiting the library	<ul style="list-style-type: none">• Students are allowed to come to the library with a library pass, as long as there is no class.• Teachers can schedule the library for research, on the library calendar.• Available for other meeting such as: PTA, Community Council etc. by contacting the school or librarian.
Reading Philosophy	<ul style="list-style-type: none">• We strive to provide 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 reading.• We celebrate the rights of the reader to choose to read, or not read, a book.
Circulation	<ul style="list-style-type: none">• Books will be checked out to students for 15 school days.• Students are allowed to checkout 5 books at a time, teachers unlimited.• Students may renew books one time for an additional 3 weeks.• Overdue materials are fined \$0.10 a day, per item, not to exceed the price of the item.• Damaged materials will be assessed a fine according to the damage.
Collection Development	<ul style="list-style-type: none">• Books and library resources will be purchased as determined by the yearly budget plan and in accordance with our Acquisition Policy.• Our collection will include both middle age (4th-8th grade) and Young Adult (ages 12 and up) titles. We serve students from 12-15 years of age and will provide a

	<p>broad range of reading material to fit all levels of student interests and developmental maturity.</p> <ul style="list-style-type: none"> Multiple Sources are used to evaluate books prior to purchasing including but not limited to: Horn Book List, School Library Journal, Good Reads, Award winners, and starred reviews.
Book Acquisition	<p>New Materials will be purchased in accordance with the following criteria:</p> <ul style="list-style-type: none"> Does the item support the curriculum? Does the item fulfill teacher, student, or community needs? Is the item relevant, reliable, and current? Does the item encourage reading for pleasure and fit with student interests? Is this item developmentally appropriate? Is this item of high literary quality? Does this title help represent diverse and multicultural perspectives to help maintain balanced views in our collection? Is this item an award winner, high interest, popular title, or required to complete a series.
Weeding and Inventory	<ul style="list-style-type: none"> Inventory & weeding are necessary to keep our collection current and relevant. Informal weeding will take place continually throughout the year as needed. A formal Inventory will take place once a year. Missing items are tagged for removal from the system. If the item is missing for more than one year, it is deleted or replaced.
Donations	<ul style="list-style-type: none"> Donations are welcome, but the librarian reserves the right of review and placement in the library. Cash donations can be made through the office. Used Books in good condition will be accepted in accordance with our Acquisition Policy Unsuitable used books will be politely turned down, donated to teacher classrooms, or used for library prize giveaways.
Parental Restriction	<ul style="list-style-type: none"> Parents are encouraged and welcomed to be involved with their child's reading choices. As stated in the District Library Policy, "A parent desiring to restrict their child's access to specific library books or materials shall submit the request in writing to the library professional at the school the child is attending".
Challenged Library Materials	<ul style="list-style-type: none"> Occasionally the content of Media Material may be questioned. All concerns should be brought directly to the librarian's attention in a timely manner. Often parent concerns can be addressed by talking through our library policies and working with the librarian to restrict their own child's access to specific library materials if needed If further action is desired, we will follow the district policy in place for formal reconsideration of library materials. DSD Library Media webpage > Sensitive Materials Tab
Library Curriculum	<p>In addition to managing the library and promoting literacy, the library teacher will collaborate with teachers to provide instruction in the following areas:</p> <ol style="list-style-type: none"> To supplement the Core Curriculum and Desk Standards The use of multiple forms of media for effective research. Information literacy. Skills to promote life-long learning.
Volunteers Library Assistants	<ul style="list-style-type: none"> Volunteers are always welcome. Library assistants will be in a "graded" class. They will be instructed in library use, location, procedures, print and non-print resources.

(Revised September 2022- Marie Wiedeman)