

Burton Elementary ^{9/9/22}



Library Policies



LIBRARY CLASS SCHEDULE

Each class has an assigned time to visit the library. Kindergarten classes are 30 minutes every other week. 1st through 6th grades attend for 30 minutes weekly unless an assembly, holiday, early-out, or a field trip takes that time. Class library times are not “made up” but students may exchange books during open library. Kindergarten will not check out any books until after winter break and then will keep their books in their classrooms and not bring them home. 1st grades can check out one book during their class time and 2nd through 6th grades may check out 2-3 books. Each book is due 2 weeks from check out date. **(If parents would like to accompany their children to the library during the open library times, students will be able to check out up to 5 books.)**

OPEN HOURS FOR LIBRARY

The library is open at specific times each day for exchanging books. As soon as a student has finished a book, their teacher may give them permission to come to open library to exchange it. He/she does not have to wait until their next weekly class time. Open library hours are 8:45 – 9:15am each morning. Then in the afternoons on Monday through Thursday, it will be from 3:15 – 3:45 and Friday afternoon from 1:15 to 1:45.

OVERDUE BOOKS

Books are checked out for 2 weeks, however students are encouraged to bring their books to library each week. There are no fines for overdue books. Students may renew books 3 times unless another student has requested that title. Once a book is past due, classroom teachers receive an email to help notify students. At the end of each term, paper notices are given to parents and students will not be able to check out additional books until the book has been returned or payment has been received to replace the library quality book.

LOST OR DAMAGED BOOKS

Books which have been lost or damaged beyond repair must be paid for replacement. This is a Davis School District policy. There is a \$2 processing fee added to the cost of each book to cover cataloging, barcoding, marking, and reinforcing book covers. **THE SCHOOL WILL NOT ACCEPT A COPY OF THE BOOK INSTEAD OF PAYMENT FOR LOST OR DAMAGED BOOK.** Lost book fines carry over to the next school year. Refunds for lost books that are found will be available for 30 days after initial payment is made. After 30 days we are unable to process refunds.

BOOK CARE

Please help your child learn to care for books properly at home. This includes reading with clean hands, not eating or drinking while reading, not marking, or bending pages, keeping books away from younger children and pets, keeping books in a safe place, and returning books on time. Please remind your student to bring his/her books to school on his/her library day.

SELECTION POLICY

H.C. Burton Elementary Library follows Davis School District Media Policy, which is included on H.C. Burton Library website, under Policies and Guidelines. Parents are encouraged to take an active interest in their child's reading material. They should have discussion on what is, and is not, appropriate for their student. Our library serves a broad age range. 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 student, they are encouraged to return it and find something that is a better fit. **Parents can ask the librarian to block a title for check-out for their child.**

STUDENT BEHAVIOR IN LIBRARY

High standards of behavior are expected in the library. Students must be respectful and use quiet voices. The school-wide discipline plan is followed in the library.