



School Library
Media Centers
Administrative Procedures
October 4, 2022

This Handbook is designed to provide guidance for the daily operation of school library media centers in the Davis School District. It contains references to applicable policies and procedures, outlines minimum requirements for school-site media center policies and provides references to support materials.

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1. APPLICABLE LAWS AND BOARD OF EDUCATION POLICIES

[4I-202 School Library Media Centers](#)

This policy sets forth the Board’s philosophy and instructions for administrative development of procedures regarding collection management, parental rights to control student access, and challenged materials procedures.

[4I-200 Instructional Materials Management and Administrative Procedures](#)

This policy and administrative procedures identifies how and when movies and videos may be used as an instructional strategy to supplement approved course curriculum to ensure they are used legally and appropriately in achieving legitimate educational objectives.

[STANDARDS – Utah Standards for Library Media \(6-12\)](#)

This document produced by the Utah State Office of Education contains recommendations for public school library media programs in the state of Utah.

[Utah Code Ann.53G-10-103](#) Sensitive Instructional Materials

[Utah Code Ann.76-10-1235](#) Accessing pornographic or indecent material on school property

[Utah Code Ann.76-10-1201](#) Pornographic and Harmful Materials and Performances

[Utah Code Ann.76-10-1203](#) Pornographic material or performance—Expert testimony not required.

[Utah Code Ann.76-10-1227](#) Indecent public displays—Definitions.

[Utah State Board of Education](#) Guidance for Library Media Policies

[Memorandum to LEAs May 4, 2022](#) State of Utah Office of the Attorney General

[Memorandum to LEAs June 1, 2022](#) State of Utah Office of the Attorney General

[7SS-003 TECHNOLOGY RESOURCES AND INTERNET SAFETY](#)

This policy outlines the terms and conditions of District internet use by students and employees including the mandatory Acceptable Use Agreements and Internet/Intranet Publishing Guidelines.

[Utah Code Ann.53F-2-407.](#)

Appropriation for library books and electronic resources.

[Reproduction of Copyrighted Works by Educators and Librarians.](#)

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2. CURRICULUM

DISPOSITIONS ESSENTIAL SKILLS AND KNOWLEDGE (DESK)

The library media professional, in collaboration with classroom teachers, provides instruction:

- a. to implement the Core Curriculum for Library Media as outlined by DESK Standards and support classroom teachers in instructing students in multiple literacies across the curriculum.
- b. to use library media materials in print, visual, and digital formats and the related equipment needed to research and produce final products.
- c. to help students and teachers become information literate.
- d. to empower students and teachers with life-long learning skills.
- e. to offer a variety of materials in formats to enhance curriculum instruction and to provide accurate, authoritative, and balanced informational views; and
- f. to provide for student recreational reading.

3. DISTRICT LEVEL ADMINISTRATIVE PROCEDURES

COLLECTION DEVELOPMENT

The following elements develop a balanced, relevant, and current collection for each school library

SELECTION PROCESS

School Library Committee (School Committee)

Per 4I-202 School Library Media Centers, Section 1, the School Committee works collaboratively with the librarian in selection and maintenance of school library materials. The committee shall include an odd number of members, not less than 5 people. If a larger School Committee is wanted, the school administrator must receive approval from the district Teaching and Learning Director via email. If a committee member ends their service, the chair or president of the designating organization will serve on the School Committee until a replacement is found.

The School Committee shall include:

- a. The librarian who serves as chair of the School Committee
- b. A school administrator; and
- c. A minimum of three parents with standing:
 - i. One-Community Council member or designee
 - i. The Community Council chair is responsible for designating a council member or another parent to serve on the School Committee. Parents may be selected by appointment, application, or lottery. School Committee members must be willing to spend several hours each month reviewing and approving books for purchase. If parents cannot be found

who will serve on the committee, the chair will serve on the School Committee.

- ii. One-PTA/PTO Board member or designee
 - i. The PTA/PTO president is responsible for designating a council member or another parent to serve on the School Committee. Parents may be selected by appointment, application, or lottery. School Committee members must be willing to spend several hours each month reviewing and approving books for purchase. If parents cannot be found who will serve on the committee, the president will serve on the School Committee.
- iii. One-School Administrator designee
 - i. The school administrator is responsible for designating a parent to serve on the School Committee. Parents may be selected by appointment, application, or lottery

The School Committee works collaboratively with the librarian in selection and maintenance of school library materials. The School Committee shall:

- a. Receive training in person at the beginning of each school year. Training shall include Davis School District 4I-202 School Library Media Centers policy, including all applicable laws, and School Library Media Centers Guidelines and Procedures, and basic library collection development guidelines.
- b. Include parents who will serve on the committee for 2 years. (4I-202, Section 2.1.7)
- c. Spend time as necessary each month reviewing and approving books for purchase.
- d. Meet regularly using district provided platforms and devices in a variety of ways including face-to-face, virtually, online communication, etc.
- e. Use the Selection Process criteria in 4I-202, Section 2.2.4.
- f. Read a variety of reliable review sources when considering approval of library materials.
- g. Participate in discussions, ask questions, and share perspectives.
- h. Make recommendations for alternative or additional titles.
- i. Approve or deny proposed purchases within 5-school days or when a majority vote is reached within 5 school days.
- j. Count a vote for approval when there is no response from a committee member(s) after 5 school days of materials selected by the school librarian, or when approval is needed before the 5th day.
- k. Approve books in a foreign language that have not been previously acquired.
- l. Approve materials for pre-order/purchase such as new releases, popular titles in a series, books by popular authors, author-signed books, etc.

The Librarian may select the following without School Committee approval:

- a. Materials in other languages that have been previously acquired in the English language.
- b. Books on the DSD ELA approved list and their translations.
- c. Materials which have already been reviewed by the district Sensitive Materials Review committee and approved for inclusion in library collections at the school's level.

d. DESELECTION AND REPLACEMENT

The District Supervisor has the responsibility to implement deselection, replacement, and disposal guidelines for library resources and materials.

The librarian, in consultation with the School Committee, may deselect and/or replace books based on the following considerations:

- a. Poor physical condition
- b. Literary quality and availability of a replacement if a work remains appropriate for a collection should be considered.
- c. Superseded by more current information, contain subject matter no longer needed to support the curriculum.
- d. Receiving minimal or no circulation
- e. Contains wrong, inaccurate, or dated information; or
- f. Encouraging stereotypes or biases.

The librarian will seek committee approval for deselection if a book may not be compliant with Utah Code Ann. §53G-10-103 as described in Section 1 (sensitive materials law). The committee has 5-school days, or when a majority decision is reached within 5 school days, to approve or deny the deselection or replacement. No response from a committee member(s) after 5 school days will be considered a vote for the deselection of materials.

GENERAL MATERIALS DISPOSAL GUIDELINES

- a. Remove or cover district markings such as barcodes, spine labels, and card pockets from materials being removed from the collection.
- g. Books may be sold at a used book sale where proceeds will be deposited into the school library fund, made available for free, sent to the district warehouse for recycling, or disposed of through the school trash pick-up system.
- h. Videos, filmstrips, or other materials may be given to another organization or disposed of through the school trash pick-up system.
- i. Discarded equipment which is still functional will be shipped to the district warehouse.

DONATIONS

The library professional must review potential library book donations using the criteria for selection of purchased material. In addition, the following criteria shall be considered:

- a. Materials should be new or barely used (in good to excellent condition with no writing or other defacing marks), complete, clean, durable, and attractive.
- b. Fiction books should be no more than five years old with the exception of books from well-known children's authors and classics.
- c. All materials should have a reading level and an interest level of Pre-K through 12th grade.
- d. Non-fiction books should not reflect outdated stereotypes of racial or cultural groups in either the text or the illustrations and should avoid oversimplification of complex issues and other distortions that would give readers erroneous or misleading information.

- e. Materials that are generally not appropriate for library media center use, such as textbooks, consumable instructional materials such as workbooks, standardized tests, most periodicals, pamphlets, and catalogs will not be accepted.
- f. Library media professionals are encouraged to post signage informing students and parents of the ability to donate materials through the Davis Education Foundation.

INVENTORY

The District Supervisor has been delegated the responsibility to implement inventory guidelines for library resources and materials. The following guidelines shall be followed:

- a. The librarian is responsible for maintaining a regular inventory of materials and equipment. An ongoing inventory process identifies lost, stolen, or damaged items and allows for an organized collection development process.
- b. An annual inventory may be conducted at the end or beginning of the school year to assess the collection and help with selection/acquisition of materials and equipment. The annual inventory may be divided into sections and rotated each year resulting in the entire collection being evaluated every three years.
- c. Alternatively, partial inventories may be conducted throughout the year and finalized on a regular basis as scheduled by the library media professional.
- d. Missing items should be regularly deleted to maintain an accurate catalog.

4. SCHOOL LEVEL ADMINISTRATIVE GUIDELINES

The school library professional at each school shall establish written guidelines for the operation of the school library. The District Supervisor and the principal shall be responsible to approve the guidelines. At a minimum, the guidelines shall include:

1. Procedures and timelines for circulation of materials.
 - a. All students will be allowed to check out multiple library books/materials up to a maximum of 6 at a time, or as the librarian determines.
 - b. School lending periods should be a minimum of 2 weeks for each library book/material.
 - c. If library books or materials are lost or fines accrued, students will still be allowed to check out library books/materials to the maximum number allowed, or at the discretion of the librarian.
 - d. In addition, students may also check out 3 digital books at a time in *Sora*, which are automatically returned after the lending period.
2. Scheduling of the library media center:
 - a. At least one adult shall be present in the library media center to supervise students during classes, during lunches, and during open library times.
 - b. Elementary
 - i. Libraries will be open during regular school hours. Scheduling of classes is under the direction of the principal with input from the school library media specialist.

- ii. First through sixth grade and full-day kindergarten classes receive 30 minutes of library media instruction per week and half-day kindergarten classes receive 15 minutes per week or 30 minutes every other week.
 - iii. Scheduled library periods missed due to holidays, or school/district professional development will not be made up. The opportunity to only exchange books in the library may be scheduled.
 - iv. The first and last weeks of school are reserved for library media specialists to work on library administrative tasks.
 - v. Library media specialists are not expected to supervise students in assemblies, field days and at other special activities.
 - c. Secondary
 - i. Libraries will be open during regular school hours and 15 minutes before and after school.
 - ii. Scheduling of classes is done in collaboration with teachers and/or administrators.
 - iii. Materials will be circulated from the first day of school.
 - iv. The circulation of materials will end two weeks prior to the of school, or as determined by the library professional.
- 3. Fines and replacement of lost or damaged materials.
 - a. A secondary student may be charged 10 cents per school day for an overdue library book/material, after a grace period. The grace period is 10 school days with the fine beginning on day 10 at \$1.00. Total fine charged for each overdue item may not exceed \$5.00.
 - b. Elementary students shall not be charged fines for overdue library books/materials.
 - c. Both elementary and secondary students will be charged replacement costs for library books/materials which are damaged or lost, with a processing fine of \$2.00. A student may receive a full refund (less processing fine) if the book/material is returned in good condition within 30 days of payment.
 - d. Secondary teacher librarians may provide a reasonable means for students to give service to the library in lie of paying fines and replacement costs.
- 4. Library media center computer access by students.
 - a. Students may use the library computers before and after school, during lunch and while with a class scheduled into the library for instruction or research.
 - b. Students may use the library during class time as requested by teachers and verified by the secondary library teacher.
 - c. Students may lose library computer privileges if not adhering to the District Acceptable Use Agreement or school procedures set forth by the school library media professional and administration.
- 5. Rules and expectations for student behavior while in the library should follow the school guidelines and behavior management plans.

5. LIBRARY SUPPORT

School libraries may use volunteers and/or student assistants who will support the library media professional with tasks as instructed by that school library media professional. The library media professional will stay current on library media practice through attendance at required district trainings to remain current with library media trends and resources.

6. RESTRICTION OF INDIVIDUAL STUDENT ACCESS

The district recognizes the right of parents under state law and district policy [11R-107 Recognizing Constitutional Freedoms in Public Schools](#), 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 via email or other to the library professional at the school the child is attending. The restriction will be honored until the parent requests the removal in writing. If the material is a required part of classroom curriculum activities, the parent must follow the procedures for waiver contained in [11R-107, Section 14](#).

Educators, including teachers and librarians, do not have the right to censor, limit, or restrict a student from accessing library books and materials based on reading levels or interest, unless requested by a student's parent.

A parent desiring to restrict their own child's access to digital resources, may contact their school librarian in writing via email or other to the library professional at the school their child is attending.

7. REVIEW OF SENSITIVE MATERIALS

A parent desiring action beyond restricting their own child's access to a particular book or material contained in the library media center of the school his/her child attends may request a Sensitive Materials Review Process through the district Teaching and Learning Director or Department.

8. COMMITTEES

DISTRICT LEVEL COMMITTEE

District Library Steering Committee - The District Library Media Steering Committee exists to promote library media programs, provide professional development, recommend policies and procedures, and address library issues. The committee consists of the District Supervisor, and representatives from elementary media specialists and secondary library media teachers.

District Technology Committee - The District Library Technology Committee exists to maintain the shared library catalog. They keep current on updates to the Follett Destiny software, provide a yearly professional development to set up library programs for the coming year, and train new library personnel on the Destiny system. The committee consists of district informational technology specialist(s), three secondary library media teachers, and three elementary media specialists.

SCHOOL LEVEL COMMITTEE

School Library Committee - Each school shall have a School Library Committee which works collaboratively with the librarian in selection and maintenance of school library materials. This committee should be in place early in the school year and shall meet at least once face-to-face during the school year. Regularly scheduled meetings and communication shall be established annually.