

# Valley View Library/Media Center Disclosure-Policies 2023-24

## Students, Parents and Guardians

These are some of the library policies & procedures that will help you start the year off right.



This is your library!  
Read, Discover & Be Inspired

*-Please keep this for your reference-*

- **Parental Restriction of Books for Their Child:** parents may restrict their own child's access to specific library books. If you would like to, submit a request, in writing, to the Librarian.
- **Class library visits:** Each class has an assigned time, once a week, to come to the library. This time is for exchanging books and learning about literature, storytelling, technology, media, research, library skills & more. Have your parents make a special note of your library day so you can be prepared with your book.
- **Library cards and library catalog login:** You will have your own library card, in the library, to use for checking out books. You can use the library catalog at home (V V website, Quicklinks, Library Catalog-Destiny Discover, and even login to your own account -using login: Student ID# and School Computer Password
- **Open library times:** The library is open from 8:45a.m.-3:30p.m. -or any time Mrs. Thorpe is in the library. To come to the library, you need your teacher's permission and a library pass.
- **How many books do you get to check-out?** Up to 6 books, if you have no overdue books (K-2: we will start with 2 . If you want/need more books- talk to Mrs. Thorpe.
- **Book HOLDS:** If the book you want is already checked out, you may put it on HOLD by writing the title and your name in the "HOLD" Notebook (in the library) OR talking with the Librarian.
- **Overdue books:** There are no fines for overdue books, but lost or damaged books need to be paid for. Library books are checked out for 14 days (K-1 bring books back each week. Books may be renewed (re-checked out) after they are due, unless another student has it on hold. Overdue notices are sent to teachers each week and an e-mail will be sent to students (& parents) if a book has been overdue for over 30 days.
- **Book care:** It's your job to take good care of your library books at home and at school. Please find a safe way to take books home and a safe place to keep them at home, away from pets, babies, food, drinks, etc. Backpacks are hard on books – If you can, put books in a large zip-loc type bag and then into your backpack.
- **Lost or damaged books:** Tell the Librarian if your book is damaged. It might be repairable. If a book is lost or damaged beyond repair, you will need to pay the cost of the book. We do not accept replacement books. If a lost book is brought back within 30 days of your payment, your money will be refunded.
- **Behavior:** You get to follow the school rules with the addition of being quiet. Whispering or no talking is expected during book exchange and quiet reading time. But we will have fun (not so quiet activities after)
- **Show your parents the books you bring home:** It's fun and important to talk with your parents about the books you read. Our library has books for a broad age range of children—so remember not every book in our library is a good fit for every student. I you're not comfortable with a books content? You can stop reading it!
- **The Media Specialist/Librarian is here for YOU:** If you have questions, suggestions, or just need an idea for a good book to read come talk with Mrs. Thorpe or e-mail her--that goes for parents too!
- **For More Info & the Complete Valley View Library Policies and Procedures:** go to <https://valleyview.davis.k12.ut.us/school-information/library>,
- **For research** Utah's Online School Library <https://onlinelibrary.uen.org/> - get login info. from Teacher or Lib.  
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