

## Sands Springs Elementary School Library Media Guidelines

The Sand Springs Elementary School Media Center exists to provide informational resources for students and teachers, assist students in developing research skills, and provide recreational reading opportunities for students. The library media center is a gathering place that promotes knowledge, learning, **a love of reading**, and creativity for all members of the school community.

### Scheduling

The Sand Springs Elementary School Library will be scheduled with input from the library media specialist. Each class will be assigned a fixed time in the library for instruction and book checkout. All classes receive 30 minutes of library instruction and book checkout per week. Scheduled library periods missed due to holidays, assemblies, and field trips will not be made up, but book exchange times may be scheduled. The library media specialist will supervise students during their scheduled time. In addition to scheduled class times, the library is open for book exchange from 8:45- 9:00 am, Monday-Friday, or whenever there is not a class present in the library.

### Circulation

Kindergarten students may check out 1 book after the first term. First-third grade classes may check out two books at a time and fourth-sixth grade may check out three books. Extra books may be checked out as a reward for exemplary library behavior, or at the discretion of the librarian.

Books are checked out for 14 days, after which they are overdue. There are no overdue fines assessed, however, students with an overdue book will not be allowed to check out other materials until the missing material is returned, renewed, or the replacement cost has been paid. All books checked out by students must be returned to the media center two weeks before the last day of school. Teachers may also check out books from the library but all materials must be returned two days prior to the end of school.

## **Fines**

All patrons must pay the replacement cost for lost materials. If the material is subsequently found within 30 days from the payment date, the monies will be reimbursed at which time a reimbursement check will be issued and mailed by the Davis School District to the patron. Damaged books will be assessed a fine based on the severity of the damage and the age of the book. This will be determined by the library media specialist. Students on a fee waiver will still be assessed a library fine for lost/damaged items. Library materials are district property and therefore are non-waivable fines.

## **Behavior**

While students are in the library they are expected to follow Sand Springs Elementary School rules. Respect for each other, teachers, and library materials is expected.

## **Computer Access**

Students may use the library computers for instruction or research during their scheduled class time. Students may lose library computer privileges if not adhering to the District Acceptable Use Agreement or the library procedures. (appendix A)

## **Challenged Library Materials**

Please refer to Sand Springs Elementary Library Materials Selection Policy.

## **Weeding**

Weeding will be conducted throughout the school year and completed during the end of the year inventory. The follow sections will be weeded, one each year. Every five years the schedule will be repeated.

E section, F section A-L, F section M-Z, NF 001-599, NF 600-999.

Worn, severely damaged and books that have not been checked out in 5-7 years will be weeded out of the collection.

## **Selection Policy**

Materials selected for the library will support district curriculum and offer a variety of subjects. They will also provide recreational reading. Materials will be

selected for their accuracy, balanced view, timeliness, diversity, and include award winning literature. They will be age appropriate for K-6<sup>th</sup> grade. Paperback books will not be purchased unless there is no other binding available. Requests from students and staff are considered.

### **Gift and Donations**

Only monetary gifts or donations will be accepted.

### **Parental Restrictions**

Parents may restrict their child's access to materials the parent deems inappropriate. This request must be submitted in writing to the library professional.

### **Volunteers/Library Assistants**

Volunteers and library assistants will be determined on an "as needed" basis. This is to be determined by the library professional. Student volunteers will be selected from 5-6 grade students and will organize shelves, re-shelf books, and assist the librarian as needed. Training for library assistants will take place at the beginning of the school year.