



# South Weber Elementary

## Library Policy and Guidelines revised 8/2023

### Library Visits

Each class has a scheduled library time each week. Class visits are 30 minutes long. Library visits allow for book exchange, story sharing, instruction, and book recommendations. To be prepared for Library, students need to come with something to read. (Preferably their library books:)

### Open Library

The library is open for book exchange any time Mrs. Fowers is in the library and there is not already a class in attendance. The library is also open 15 minutes before and after school. Students are encouraged to come before classes start if they need a quick exchange. Students must have permission from their teacher at any other time.

### Checkout Limits

Kindergarten: 1 book

1<sup>st</sup> grade: 1 book (2 with teacher approval)

2<sup>nd</sup> - 6<sup>th</sup> grade: 2 books (more willingly given)

### Behavior

Students are expected to use appropriate library behavior during class and open library time. We have 3 rules in the library: Be Respectful, Be Responsible, and Be Kind.

### Book Care

Students are expected to care responsibly for books in their possession. Keep foods away from liquid, food, pets, and small children and away from water bottles and treats while in backpack.

### Sora Overdrive

Students are encouraged to use the Overdrive digital Library or Sora App at home and at school. The Link can be found on the school library webpage.

### Overdue books

Books are checked out for 2 weeks, students are encouraged to bring their books each week and renew them if they are not finished. They may renew their books as many times as needed unless another student has requested that title. Once a book is overdue, teachers are notified. Parent e-mail reminders are sent home periodically throughout year. No overdue fees will be charged for late books. However, students will not be allowed to continue to check out books until the overdue book is returned.

### **Lost or Damaged Books**

District policy states that payment is required for the loss or damage of a book. The payment due will be the cost of the book at the time it was acquired plus a \$2.00 processing fee. If a book is damaged, students may be assessed a fine to replace the book if it cannot be repaired. The school will not accept a new copy of the lost book for payment. (Library copies and Amazon copies are very different) 😊 If the book is found within 30 days, a refund may be issued by the district. No refunds will be given after 30 days. Upon request fines may be added to myDSD.

### **End-of-Year Book Return**

All library books need to be accounted for 2 weeks before school is released for summer break. Students that do not have all their books in and/or fines paid will not be allowed to attend Field Day. No child has missed Field Day yet, and I do not plan on it happening in the future. :) Classes with all books returned by the deadline will receive a reward day in the library.

### **Selection**

The aim of the South Weber Elementary library is to have a current, engaging, relevant and diverse collection of books. Materials are intended to help develop literacy and research skills and to support the curriculum of each grade level. Consideration is given to award-winning materials and those popular with our student body. Self-published books are not accepted. Requests from students, faculty and parents are welcome. Parents are encouraged to take an active interest in their child's reading material. Our library serves a broad age range, and parents and students should realize that not every book in the library will be appropriate for each child in the school. Students will be taught how and are encouraged to find books that are appropriate for them. If a title does not work for a particular student, they are encouraged to return it and find something that is a better fit. Parents have every right to restrict materials for their own child, but do not have the right to restrict materials for others.

### **School Library Committee**

The School Library committee works collaboratively with the librarian in the selection and maintenance of books. The committee will include an odd number of members, not less than 5 people. It will include the librarian, a school administrator and a minimum of 3 parents with standing: one community council member, one PTA board member, and one school administrator designee. The librarian will seek committee approval for the selection and deselection of all materials added/taken out of the library.

### **Parental Restriction**

The librarian and the School Committee strive to have a library collection that all students and parents consider appropriate. Nevertheless, the District recognizes the right of parents under state law and [District Policy 11IR-107 Recognizing Constitutional Freedoms in Public Schools](#), to restrict their child's access to materials the parent deems inappropriate. However, parents do not have the right to make that determination on behalf of other students. A parent desiring to restrict their own child's access to specific library materials shall submit the request in writing (or via email) to the Librarian. If the material is a required part of classroom curriculum activities, the parent must follow the procedures for waiver contained in [11IR-107 Section 14](#).

### **Donations**

Items donated to the library are appreciated and will be dealt with at the discretion of the library media professional following the selection policy. Materials not needed may be saved for student rewards or passed on to teachers.