

ODYSSEY ELEMENTARY

LIBRARY MEDIA SCHOOL LEVEL GUIDELINES

The purpose of the library is not only to help the students develop a love for reading, but teach them about literature, research, technology and other skills that will help them to understand the world around them and how they can contribute.

LIBRARY CLASS SCHEDULE

Each class has an assigned time to visit the library. Kindergarten classes are 30 minutes once a 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, as per the teachers request. 1st grades can check out one book during their class time and 2nd through 6th grades may check out three books. Each book is due 2 weeks from check out date.

LIBRARY HOURS

The library is open at specific times each day for book exchange. 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 – 9:15 each morning and any time there is not a class in the library and the librarian is in the library. Friday’s anytime that the librarian is available in the library.

LIBRARY CURRICULUM

Students will be taught library skills appropriate to their grade level according to the DESK (Davis Essential Skills & Knowledge) standards. Through stories, book talks, displays, videos, and author spotlights, students will learn that reading is fun and educational. They will understand how to get the most out of reading.

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 will be followed in the library. Students are expected to exhibit appropriate library behavior during class and open library times. Respect and kindness are expected towards both Mrs. Burningham, other students, the library books and the library space itself. Students will have opportunities to earn rewards for both excellent individual and class behavior.

LIBRARY COMPUTERS AND IPADS

The computers in the library are used mostly for researching books within the library catalog. On the homepage, there are also links to websites that can be used for research. Students will be held to the District Acceptable Computer Use Agreement terms on the library computers.

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.

OVERDUE BOOKS

Books are checked out for approximately 2 weeks; however, kids should plan to bring their books to library each week. There are no overdue book fines. Students may renew a book 3 times. (they must bring the book into the library to renew) unless another student has requested that title. Once the book is past due, classroom teachers receive an email to help notify students. After 1 month, reminders are given to students directly and they may not check out additional books until the late book is returned, or replacement payment has been received. The library will not accept a copy of the book instead of replacement payment.

LOST OR DAMAGED BOOKS

The replacement cost must be paid so that the library is able to replace the same quality of book that was damaged. 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. 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, funds are used to purchase replacement.

BOOK SELECTION

The criteria for selecting and purchasing books includes updating the existing library collection, core curriculum needs, popular series that are requested by teachers or students, developmental/maturity level of students, literary quality, and quality of illustrations. [4I-202 Section 2 Collection Development](#), is used as a guide and to consider how books are chosen, especially for schools with young patrons and our school community.

The Library Advisory Committee can also give input as to what is purchased, but the library media specialist makes the final decision according to the criteria listed above.

PARENTAL RESTRICTION OF INDIVIDUAL STUDENT ACCESS

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, 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 to the library professional at the school the child is attending. If the material is a required part of classroom curriculum activities, the parent must follow the procedures for waiver contained in [112IR - 107 Section 14](#).

LIBRARY ADVISORY COMMITTEE

The Library Advisory Committee is in place to provide input, promote library programs, and to address any challenges to library materials that may arise at the school level. The committee includes the library media specialist as the chair, an upper and lower grade level teacher, parent, a

student and an administrator. Odyssey Elementary has in place a school-level Library Advisory committee and a Collection Evaluation Committee that consists of no less than five members. These are under the direction of the school principal and chaired by the library media teacher. Committee members represent an equitable cross-section of school community stakeholders that may include "an administrator, department chair/or grade level teacher, parent representative, and student representative where appropriate". These committees "provide input, promote library programs, and may assist in challenges to materials at the school level". [Section 8: School Library Media Centers: Guidelines and Procedures Davis School District](#)

DONATIONS

Donations of New or Gently used paperback, hardback books or gift cards for books are welcome for the library.

WEEDING

There is a partial inventory of the library discarded each year to help with assessing the library collection. The Davis School District's policy regarding weeding books is followed.

SCHEDULING OF LIBRARY

The library must be scheduled with the library media specialist if it is to be used during school hours for something other than regular library classes.

[Section 4: Instructional Programs](#) of the DSD Policy Manual.

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