



# BOUNTIFUL HIGH LIBRARY

## MISSION AND PURPOSE

The Bountiful High School Library exists to provide educational opportunities that promote digital citizenship, ethical researching skills, critical thinking, collaboration, and a love for reading. This will be accomplished by creating a safe, accessible, and inclusive environment, with current books, publications, hands-on-activities, and technological resources.

## GUIDELINES AND PROCEDURES

### Checkout Policies

- Books can be checked out for a 3 week period of time with a 9 day grace period.
- Patrons may checkout up to 5 books at a time.
- Students may renew once by logging into Destiny and renewing or visiting the librarian.

### Fines and Lost Books

- After the 9 day grace period, patrons will receive a \$1 late fine on the tenth day. Each additional day is \$.10 per day, per day. The MAXIMUM late fine per item is \$5.
- Fines will be assessed for damaged and lost books and these fines are non-waivable.
- If a book is 60+ days late you will be charged for the book plus a \$5 processing fine.
- Fines can be paid in the office or on myDSD.
- For further questions visit this link [Davis School District Fees](#)

### Library Access

- The library is open before and after school and during lunch.
- Library passes are required for any student who comes to the library during class time. The pass must be signed by the classroom teacher and include the time, date, and the reason for the visit.
- Students who are on home release are not permitted to work in the library during their release time.
- Students have free 24/7 access to Utah's Online Library which offers credible sources in databases, media, and so much more. This is accessible via our library website. Home use requires login credentials. Please see your librarian for further details.

# GUIDELINES AND PROCEDURES CONTINUED



## Collection Development

- All materials that are selected will meet the criteria that is established in the Davis School District Policy and Procedures under section 2.1.1.
- Books and library resources will be purchased on a monthly basis as determined by the yearly budget plan in accordance with our Book Acquisition Procedures.
- The Teacher Librarian, along with input from patrons, is responsible for the selection of new materials for the library.
- Our collection will include picture books, audiobooks, high interest books, books for curriculum needs, and nonfiction. We will also purchase fiction books from Middle Age, Young Adult, and Adult titles with teen appeal.
- Books added to our collection must meet the following criteria: be related to the curriculum, are age appropriate, contain accurate and timely information, are in easy to use formats, provide a balanced view or can be combined with other sources to provide a balance view, meet recreational reading needs of students, meet the needs of language learners, and are of high literary or illustrative quality.



Books and materials that no longer meet the needs of the school will be weeded (removed). This will include items that are damaged, receive little to no use, or are outdated.

## SCHOOL LIBRARY COMMITTEE

The Bountiful High School Library has established a committee which consists of no less than 5 members and are under the direction of the school assistant principal and chaired by the Teacher Librarian. Committee members represent an equitable cross-section of community stakeholders including administration, teacher librarian, and parents. This committee provides input on book selection and deselection and promotes library programs.

### CONTACT INFORMATION

Wendi Stringfellow, Teacher Librarian  
wstringfellow@dsdmail.net  
Phone 801-402-3908

### PARENTAL RESTRICTION

Parents are encouraged to take an active interest in their child's reading selections. As stated in the District Library Policy, "A parent desiring to restrict their child's access to library books or materials shall submit the request in writing to the school library professional at the school the child is attending."

### LIBRARY HOURS

Monday 7:15 am-3:00 pm  
Tuesday 7:15 am-3:00 pm  
Wednesday-8:00 am-3:00 pm  
Thursday 7:15 am-3:00 pm  
Friday 7:15 am -3:00 pm

FOR FURTHER INFORMATION VISIT THIS LINK

[DAVIS SCHOOL DISTRICT](#)  
[LIBRARY MEDIA POLICY](#)