**Creekside Elementary Library Guidelines**

**Overview:** “The school library/media centers of the Davis School District exist to provide informational resources for teachers and students, assist students in developing literacy and research skills, and provide recreational reading opportunities. *–Davis School District Library Media Policies, 2013.*

**Section 1: Collection Development**

**Criteria for the Selection of Materials**

Materials for the library will be selected to support curriculum, to provide for the informational and recreational needs of students, and to meet the needs of the school. Consideration will be made regarding accuracy, balanced views, timeliness, literary and artistic quality, format, and popular series. Materials will be chosen to meet the developmental/maturity level of students, by providing for beginning as well as more mature readers. To meet the needs of the oldest students, books with more mature themes will be housed in a small young adult section of the library.

Three types of selection aids are used: 1) book lists prepared by professional organizations; 2) catalogs and book previews from publishers and book jobbers; 3) recommendations from public libraries and school district library personnel. Also, suggestions from students, parents, and faculty, which fit these criteria will be considered.

**Donations**

Materials that are donated to the library are appreciated and will be dealt with at the discretion of the library/media specialist following the selection criteria policy. As per district policy, if a receipt for the donation is desired, the books must be donated to the school through the Davis District Foundation.

**Weeding**

In order to maintain a current, relevant, up-to-date collection all library materials will be reviewed for weeding. Materials may be removed from the collection for being damaged, outdated, inaccurate, duplicate, unused. Books that are heavily circulated and worn or damaged will be replaced when possible. Award winning books will be kept even if circulation is limited. The fiction materials will be weeded every year and non-fiction every 5 years on a rotating cycle.

**Parental Restriction**

Davis School District recognizes the right of parents under state law and District Policy *11/R-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 11/R-107.

A parent desiring action beyond restricting their own child’s access to a particular book or material contained in the library media center may challenge the placement of the item. The Davis School District has a Challenged Library Materials Procedure. The policy and forms can be obtained online at <http://www.davis.k12.ut.us/Page/46> .

**II. Library Committees**

**Library Advisory Committee**

The school library advisory committee will provide input, and promote library programs, and is comprised of the school literacy committee.

**School Evaluation Committee**

This committee includes a representative from lower and upper grades, an administrator, the library media specialist & a parent. This committee responds to challenges and consists of an uneven number of members*.*

**III. Circulation**

**Library Media Center Schedule**

Each class in the school has an assigned day and time to visit the library each week. During this library class, there will be time for both instruction and checking in/out books. Classes are scheduled under the direction of the principal and the library/media specialist may give input to the schedule. The first through sixth grade students receive 30 minutes of library time each week which includes circulation of materials and instruction from the library/media specialist. Kindergarten students receive 15 minutes per week in the library or 30 minutes every other week. In addition to scheduled class times, the library has periods of open checkout available each day for individual student use.

As per district policy, scheduled library periods missed due to holidays will not be made up, but book exchange times may be scheduled. The first and last weeks of school are reserved for library media specialists to work on library administrative tasks. ( Library media specialists are not expected to supervise students in assemblies, field days and at other special occasions.)

**Materials Circulation**

All first graders check out one (1) book at a time. Second grade students may check out two (2) books at a time including one hardback and one paperback. Third through sixth grade students may check out three (3) books at a time with at least one being a paperback. Kindergarten students may begin checking out one (1) book at a time after the New Year. Books will be checked out for a period of two weeks and may be renewed. Creekside Elementary does not charge overdue fees, but students may not check out another book until the overdue book is returned, renewed or paid for if it is lost. To help facilitate maximum use of the library, students will be given library cards.

All books are due the Friday before the last week of school. Any student with unreturned books risks participation in end of year activities.

It is a Davis School District policy that students are responsible for lost or damaged books and must pay for them. (Currently the average cost of a book is $20.00.) Because of the heavy use of our library books, occasionally damage occurs which can easily be repaired. If such damage is found in a book, please Do Not Repair it At Home, but bring it to the library for repair where we use repair materials specifically formulated for books.

The Davis School District library catalog system is on line and can be accessed from the Creekside Elementary home page. It can also be accessed at <https://library.davis.k12.ut.us>. When the district page comes up, click on “Creekside.”

**IV. Library Volunteers**

**Adult Volunteers**

Parents and members of the community who wish to volunteer time in the library, are greatly appreciated and offer important support to efficient library management.

**Student Helpers**

Fifth and Sixth grade students who wish to volunteer time in the library are an important asset. They are instrumental in keeping shelves in order, in monitoring condition of books, and other tasks that keep the library running smoothly. To qualify as a student helper, students will take a small quiz that tests library knowledge, have permission papers signed by the classroom teacher and a parent. They will serve during a recess period once a week.