**Bountiful Elementary Library Media Guidelines**

The Bountiful Elementary Library exists to provide informational resources for teachers and students, to assist students in developing literacy and research skills, and provide recreational reading opportunities. The library media center is a gathering place that promotes knowledge, learning, and creativity for all members of the school community.

**Mission statement**

**Our library seeks to provide a welcoming environment where students develop a life-long love of books, reading and learning. We seek to empower all who enter to become critical thinkers, skillful researchers and ethical users of information.**

**Scheduling**

• 1st – 6th – 30 minutes of library media time per week

• K – 15 minutes per week

• Open Library time to allow students, with teacher’s approval, to exchange books outside of their

 scheduled class time.

• Scheduled time missed due to holidays, assemblies, field trips and early out day or other conflicting

 events will not be made up. Teachers may work with the media specialist to schedule a checkin/out

 time as the library schedule allows.

• When not in use for scheduled class the library may be available for additional scheduling under

 teacher supervision.

**Circulation**

• K - 1st – 2 books

• 2nd – 6th – 3 books

• Books are checked out for 14 days, after which they are overdue.

• Students with an overdue book may 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.

**Fines**

• There are no fines for late books

• Lost books must be paid for (the purchase price of the book, will have a $2.00 processing fee

 added). If material is found and returned within 30 days from payment date, the fee will be

 reimbursed.

• Students may not bring a replacement copy to the school in exchange for paying for the book.

• Damaged books may be assessed a fee based on the severity or damage and if the book needs to

 be replaced. This will be determined by the library media specialist.

**Behavior**

• While students are in the library, they are expected to follow school and library rules.

**Computer Access**

• Students may use the library computers during schedule time under the librarians’ supervision.

**Selection**

• Library materials are selected to support the curriculum and recreational reading needs and

 interests of students.

• Bountiful Elementary follows the Davis School District Criteria to provide materials based on:

• Accuracy, timeliness, reliability, balanced views and literary quality.

• Respected review journals are also consulted

• Award Winners and popular titles are highly considered

• Materials will meet the development/maturity level of Bountiful Elementary students and

 will provide for the younger, as well as the more mature readers.

• Requests from faculty and students are also considered, as they meet the above criteria

**Donations**

• Materials donated to the library will be added to our collection if they meet our selection criteria.

• Materials donated may be given to teachers, students, other organizations or disposed of.

**Weeding**

• In order to maintain a current, relevant and up-to-date collection, all materials will be evaluated for

 weeding.

• Materials may be removed from the collection for being outdated, inaccurate, damaged, duplicate,

 unused, or no longer part of the curriculum.

• Award winning or heavily circulated materials that are damaged or worn out may be replaced at

 the discretion of the media specialist.

• Weeded books may be sold to support other library programs or will be donated or disposed of.

**Parental Restriction**

• Davis School 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 media specialist at the school the child is

 attending.

• Davis School District has approved a Challenged Library Materials Procedure for any complaints

 regarding collection holdings. The policy and forms can be obtained online at

 <https://www.davis.k12.ut.us/academics/library/library>

**Library Advisory Committee**

• Bountiful’s Library Advisory Committee will help provide input, promote library programs and may

 assist in challenges to library materials. They may also serve as the Collection Evaluation

 Committee.

**Collection Evaluation Committee**

• The Bountiful Collection Evaluation Committee responds to challenges to library materials. The

 Collection Evaluation Committee consists of an odd number of voting members, not less than five,

 and may include an administrator, counselor, upper and lower grade level teacher, parent

 representative, and student representative where appropriate. The school library media teacher

 shall be a voting member of and chair the committee.