

MUIR ELEMENTARY SCHOOL LIBRARY MEDIA GUIDELINES

updated 9/1/19

Overview or Mission Statement: The Muir Elementary Media Center exists to provide recreational reading and informational needs of students and faculty in support of the school curriculum.

Selection Policy: Materials selected for the library will promote literacy and the enjoyment of reading, as well as supporting the needs of the curriculum. Materials will be chosen for their accuracy, timeliness, and integrity based upon maturity level and reading ability of younger as well as the mature reader. These items will include both informational and fictional texts. Materials chosen will also include award winners, popular series and books with highly rated reviews from authoritative sources such as professional publications. These will be consulted on a regular basis. The library media specialist is responsible for the acquisition of library materials in this active process that includes requests and suggestions from students, parents, and faculty. Recommendations from other librarians will also be considered.

Donations: Materials donated to the library will be added to the collection if they fit the criteria for selection and fill a valid need. Unwanted items will be dealt with in a professional manner by moving them to a classroom library, selling them at a used book sale, or giving them to a recycling vendor.

Weeding: Materials may be removed from the library collection for being outdated, inaccurate, unattractive, damaged, duplicated, unused, or no longer part of the curriculum. Award winners, classics, or heavily circulated materials that are damaged or worn may be replaced at the discretion of the librarian.

Materials to be removed will have records taken out of the computer catalog system, barcode and spine label removed, and stamped as "No Longer Property of the Davis School District". They may be sold at a book sale, given to a teacher, or disposed of through the school trash pick-up system.

Inventory: A regular inventory of materials is essential to the evaluation of the media center. To help maintain a timely collection and aid in material selection, a full inventory of library materials will be done every other year. This can also be accomplished by doing a rotating inventory of all fiction one year and all informational books during the following year. Inventory will be conducted at a time determined by the media specialist.

Library Advisory Committee: The Muir Library Advisory Committee exists to promote library programs, uphold and approve policies, assist in materials reconsideration process, and aid in collection development. The committee will be formed at the beginning of each school year and will meet according to a schedule they determine. This committee will also act as the Collection Evaluation Committee. The Library Advisory Committee will consist of not less than five members. These members will include an administrator, upper and lower grade teachers, and a parent representative. The school library media specialist chairs this committee and accepts the decisions of the committee recommendations, but is responsible for the final decision.

Scheduling: The Muir Elementary Library Media Center will be scheduled for fixed class times by designated members of the Muir faculty and administration. The media specialist will be consulted during this scheduling process. Each class will be assigned a time in the library for instruction and book check out. First through sixth grade students receive 30 minutes of library media time per week and Kindergarten students receive 15 minutes per week. Scheduled library periods missed due to holidays, assemblies, field trips and early outs will not be made up, but book exchange may be scheduled. When not in use for scheduled classes, the library is available to all students during open library time. Other requests for use of the library will be co-ordinated through the school's administration.

Circulation: Kindergarten, 1st and 2nd grade students are able to have one book checked out under their name at any given time. 2nd through 6th grade students are able to check out two books at a time. Books are checked out for 2 weeks at a time after which they are overdue. There are no overdue

fines assessed at Muir Elementary, but students with an overdue book will not be allowed to check out other materials until the missing material is returned, renewed, or the replacement cost has been paid. All books must be returned to the media center one week before the last day of school. Teachers may check out as many books or library materials needed for one month's time. All materials must be returned to the library by the last day of the school year.

School community persons may check out materials from the school media center.

All patrons must pay the replacement cost for lost materials rather than purchasing a duplicate copy for the library. The cost of the book will include a \$2.00 processing fee. If lost material is found within 30 days of issue of the Outstanding Fine receipt, the money paid for replacement will be reimbursed. Damaged books will be assessed a fee based on the severity of damage and the age of the book. This will be determined by the library media specialist.

Volunteers/Library Assistants: As the need arises, the library media specialist may accept volunteers or student assistants to help with the clerical tasks of the library. These tasks may include student check-out, book re-shelving, preparing books for circulation, and general physical upkeep of the library. The media specialist will have sole responsibility for training volunteers in these tasks.

Challenged Library Materials: Davis School District recognizes the right of parents under state law and District Policy *11/R107, 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.

Davis School District has approved a Challenged Library Materials Procedure for any complaints regarding collection holdings. The policy and forms can be obtained on-line at <http://www.davis.k12.ut.us/Page/46>