

Updated October 2022 Library/Media Specialist: Lori Thorpe

Purpose and Philosophy

The purpose of the Valley View Elementary school library media center and professional is to implement, enrich, and support the educational program of the school. To provide informational resources for teachers and students. To assist students in developing literacy and research skills, and to provide recreational reading opportunities. The Philosophy of our library is to foster a love of reading and learning. "Read, Learn, Discover, Inspire."

Collection Development

- Materials selected for the library will support the district curriculum and offer a variety of subjects in various formats, providing a broad range of educational, informational, and recreational reading resources.
- The library collection includes picture books, fiction and nonfiction books (including reference), and a special collection of resources for faculty and staff. It may also include a selection of periodicals and art prints.
- The ultimate authority and responsibility for acquisitions rests with the Davis County Board of Education, who has entrusted the responsibility to the site-based school library /media specialist.
- Materials will be selected for their accuracy, balanced views, timeliness, developmental/maturity level of the students, student interests, demand, reliability, needs of students and teachers, relation to the collection as a whole and available budget. Student, parent & teacher recommendations are appreciated and will be considered for addition to our collection, as long as they meet the District Guidelines and Valley View guidelines for collection development. Materials are selected for students from ages 5-12 years old. Our library does not have a young adult collection.
- Preferably hardbound or library bound books will be purchased.
- See the District Policy for Collection Development [Microsoft Word - 4I-202 School Library Media Centers \(finalsite.net\)](#)

Selection Aids

- Publishers' catalogs and on-line sites (Follett, Amazon, etc.) will be used to see what is new on the market. Requests and suggestions from students, parents, faculty, and staff which fit the Collection Development Guidelines will be considered valuable choices for consideration.
- Reviews from authoritative sources (i.e.: [Booklist](#), [School Library Journal](#), [Hornbook](#), etc.) will be used to help select materials. Selections should have at least two sources with positive reviews. New releases that have not yet been reviewed may be purchased at the discretion of the Library Media Specialist.
- When available patron and customer reviews will be used to help with the selection process.

Acquisition Guidelines

Materials selected for the collection will be purchased from dependable resources including the Davis School District approved vendors, on-line stores, book fairs, and local retailers, when books are needed immediately.

Gifts/Donations

- All gifts and donations become the property of the Valley View Elementary school media center.
- Donation of any material does not guarantee it will be placed in the Valley View library media centers' collection.
- Accepted Donations: new materials and slightly used (books, magazines, etc.) and gift cards from-- Amazon, Book stores, and office supply stores. Money may also be donated, but any donation requiring a receipt should be made through the Davis Education Foundation, where they can specify the donation to Valley View Elementary Media Center.

Audiovisual and Electronic Formats

Davis School District provides audiovisual content through Safari Montage, Utah Online Library Collection, UEN eMedia. Also, e-books, audio books and read-a-longs are available for check-out through Davis District Sora app. Valley View Media Center does not have DVD's or Videos.

Weeding the Collection and Inventory

- To maintain an attractive and up-to-date collection, all materials will be evaluated for de-selection. Each section in the library will be weeded at least once every 3 years.
- Materials may be removed from the collection for being outdated, inaccurate, damaged, duplicate, unused, or no longer part of the curriculum.
- Materials removed from the collection will have -school barcode removed and may have the call number and other spine labels removed. They will be stamped as "No longer the property of Davis School District" or "Withdrawn".

- Weeded materials may be donated to teachers or other organizations, sold at a book sale, or disposed of through the school trash pick-up system or recycling vendor.

Evaluation of the Collection and Inventory

- At least two times during a school year a collection analysis will be run through Follett Library Resources.
- A collection statistics report will also be run using the library computer database.
- Using the data from these sources will help determine what materials should be purchased to expand the collection efficiently and cater to user demand and library needs.
- An inventory of all library materials will be performed at least once every three years. At least one section per year.

Parental Restriction for Their Child

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 Valley View Elementary school.

Request for Sensitive Materials Review

- Most often the concerns about library materials can be resolved by discussing the concern with the librarian.
- A parent desiring action beyond restricting their own child's access to a particular book or material contained in the library media center of the school his/her child attends may Request a Review of the Sensitive Material they may request that the material be considered for removal. (4I-202 School Library Media Centers, Section 3). The process can be started by reading these policies and procedures and filling out The [SENSITIVE REVIEW Form](#) from the Davis School District .

Library Committee

School Library Committee includes an odd number of members not less than 5 people. The School Committee shall include: [a] the Librarian who serves as chair of the School Committee; [b] a school administrator; and [c] a minimum of three parents with standing. One parent from the Community Council, One Parent from the PTA and one parent chosen by the Principal. The School Committee works collaboratively with the librarian in selection and maintenance of school library materials. The committee exists to provide input, promote library programs, and uphold and approve policies, etc. This committee will meet at least quarterly but more often as needed. [See District Policy](#)

Circulation

- Kindergarten & 1st grade students check out one book starting their second library class of the year. As they learn library procedures and book care, they will be able to check out more, up to six books. Each time they bring their books back they can check out more.
- 2nd – 6th grade students may check out up to six books. More books may be checked out as needed if they have no overdue books and it is approved by the media specialist. Books should be returned or renewed by their “due date” so more books can be checked out and other students have access to the books. They may renew books if they would like to, after the due date.
- Student’s books, K-1st grades books are checked out for 7 days. 2nd -6th grades books are checked out for 14 days, after which they are overdue. To renew (re-check-out), the books need to be brought to the library.
- Faculty may check out as many items as needed for 30 days and may renew them unless they have been requested by another faculty member.
- Students may place a book on HOLD, if it is currently checked out of the library. These holds place them on a list to receive the book when it is returned -according to their spot on the “HOLD” list. Students write the book title and their name in the “HOLD” notebook in the library. When the book comes back to the library, their name will be attached and the book will be put on the “Book Holds” shelf for the student to pick up..

If a student has a book(s) missing from other schools, or Valley View, they may have limited check-outs at Valley View until the book(s) are returned to that school or the books cost is paid to the school to which it is owed.

Schedule and Scheduling

- At least one adult must be present in the media center to supervise students during classes, during open library times and any other time students are in the library. Students are not allowed in the library without an adult present.
- The library will be open during regular school hours. Scheduling of classes is under the direction of the principal and/or the faculty member over scheduling, and they may have input from the school library media specialist.
- Each 1st-6th grade class receives 30 minutes of library media instruction per week. Kindergarten classes receive 15 minutes per week or 30 minutes every other week, to be decided by the teacher and librarian, per district policy.
- Scheduled library periods missed because of NO SCHOOL holidays may not be made up, but book exchange times may be scheduled. Whenever possible the librarian will make up library classes missed for assemblies, etc.
- During the first and last weeks of school the library will be closed for library administrative tasks. Teachers may schedule a time the first week to bring students to tour the library and for a quick check-out.
- Research classes for the 3rd - 6th grades may be offered by the Library Media Specialist. Teachers will attend with their class.
- All students checked-out library books must be turned in by the Thursday before the last week of school.
- Library media specialists are not to supervise students in assemblies, field days and at other special activities- per district policy.
- Any extra use of the library/media center needs to be scheduled, in advance, with the Library Media Specialist.

Fines for damaged or lost books

- Students will not be charged fines for overdue books that are returned to the library in the same school year.
- Students will be charged replacement cost (not replacement book) for library materials which are damaged or lost. Damaged books will be assessed a fee, or the cost of the book plus a \$2 service fee, based on the severity of damage.
- If the book is found and returned within 30 days from the payment date and by the end of the current school year, the money will be reimbursed (a check mailed to the student's home).

Computer Access

- Students may use the library computers, iPads, or other devices for instruction or research while in their scheduled library. Students may only use the computers in the library if the Media Specialist or at least one faculty member or parent volunteer (with a background check) is present and supervising.
- Students must have signed & follow the 'District Technology Acceptable Use Agreement' and school procedures set forth by the school library media professional and administration when using the library computers. Library computer privileges may be lost if these rules are not followed.

Rules and Expectations for Student Behavior While in the Library Media Center

While in the library students are expected to follow the Valley View School rules "Stay Safe, Own your Actions, Act Responsibly and Respect everyone and everything." Students are expected to be quiet during check-in/check-out and quiet reading. If expected behavior is not met, students will be subject to the school's current behavior plan.

Volunteers/ Library Assistants

The library media specialist may use adult volunteers and/or student assistants to help with tasks as instructed.

Valley View may use 4th, 5th, and 6th grade students as library assistants. Student library assistants are selected through an application process. They will help in the library during one recess, one day per week and will have written approval and permission from their parents/guardians.

The Valley View Library/Media Center & Library Professional follow the Davis County School District library guidelines and procedures. See [School Library Media Centers: Guidelines and Procedures Davis School District](#)

District Library Handbook

[Davis School District Libraries for Parents FAQs Sheet](#)