

Valley View Library/Media Center Disclosure-Policies 2019-20

Students, Parents and Guardians,

These are some of the Library policies & procedures that will help you start the year off right.



This is your Library!
Read, Discover & Be Inspired

- **Class library visits:** Each class has an assigned time, once a week, to come to the library. This time is for exchanging books and learning about literature, storytelling, technology, media, research, library skills and so much more! Your teacher will tell you what day you have library. Have your parents make a special note of this so you can be prepared to come to library with your library book(s) each week.
 - **Library cards and library catalog login:** You will have your own library card to use for checking out books in the library (this will be kept in the library) or you can memorize your student number and enter it when you checkout. You can also use the library catalog from home- (V V website, Quicklinks, Library, Catalog(Destiny))
 - **Open library times:** The library is open from 8:50a.m.-3:30p.m. -any time Mrs. Thorpe is in the library. To come to the library you need your teacher's permission and a library pass.
 - **How many books do you get to check-out?** **Kindergarten** - one book that you can trade each day you bring it back-stays in your classroom, **1st grade** - one book & eventually more if you have no overdue books, **2nd – 6th grades** – two books to start with. More books may be checked out with permission from Mrs. Thorpe (librarian) all you have to do is ask. As long as you don't have overdue books you can get more.
 - **Book HOLDS:** If the book you want is already checked out, you may put it on HOLD by writing the book title and your name in the "HOLD Notebook found in the library. This puts you on a list to get the book as soon as it's returned --- according to your spot on the list.
 - **Overdue books:** There are no fines for overdue books. Library books are checked out for: K-1st one week, 2nd -6th 14 days. Books may be renewed (re-checked out) after your 14 days unless another student has it on hold. You need to have your book with you to renew. Notices will be sent to teachers each week when books are overdue. You may check out more books as soon as you have no overdue books.
 - **Book care:** It's your job to take good care of your library books at home and at school. Please find a safe way to take books home and a safe place to keep them at home, away from pets, babies, food, drinks, etc.
 - **Lost or damaged books:** Tell Mrs.Thorpe if your book is damaged. She might be able to repair it. If a book is lost or damaged beyond repair, you might need to pay the cost of the book. If a lost book is brought back within 30 days of your payment-it can be refunded.
 - **Behavior:** Library behavior is being calm and quiet. You get to follow the school rules with the addition of being super quiet. Whispering or no talking at all is expected during book exchange and quiet reading time. During library lessons we will be able to talk as a group, play games, share ideas and more!
 - **Your book ideas:** Let Mrs. Thorpe know about books you'd like to have in our library, and they will be considered, following the district guidelines. For information and guidelines go to the website below.
 - **Show your parents the books you bring home:** It's fun and important to talk with your parents about the books you bring home to read. Our library has books for a broad age range of children—so remember not every book in our library is a good fit for every student. If you're not comfortable with a book you can stop reading it.
 - **The Media Specialist/Librarian is here for YOU:** If you have questions, suggestions, or just need an idea for a good book to read come talk with Mrs. Thorpe or e-mail her----- that goes for parents too!
 - **For the detailed version:** 'Valley View Library Policies and Procedures', the library catalog, and more information about the library go to <https://valleyview.davis.k12.ut.us/school-information/library>
 - **For research** we use WebPath Express and Utah's Online Library - both found on the library page.
- Mrs. Thorpe- Library/Media Specialist 801-402-2059 e-mail: lthorpe@dsdmail.net**

Please return this portion to your teacher so you can start checking out library books.

I have read, understand, and will follow the 2019-20 Valley View Library / Media Disclosure/Policies

Student Name (please print)

Student Signature

Grade

Date

Parent / Guardian Signature

LOVE
the LIBRARY