

## **COOK ELEMENTARY LIBRARY PROCEDURES AND GUIDELINES**

The purpose of the library is not only to help the students develop a love for reading, but to teach them about literature, research, technology, and other skills that will help them to understand the world around them and how they can contribute.

### **Library Class Schedule**

Each class has an assigned time to visit the library. Kindergarten classes are 15 minutes once a week. 1st through 6th grades attend for 30 minutes weekly unless an assembly, holiday, early-out, or a field trip takes that time. Class library times are not “made up”, but students may exchange books during the open library time. Kindergarten will not check out any books until after winter break and then will keep their books in their classrooms. Only with your permission will they bring their books home. First through 3<sup>rd</sup> graders may check out two books.

Fourth- sixth may check out 3 books. Each book is overdue two weeks and one day after checking them out.

### **Open Time**

The library is open for book exchange Monday through Friday, from 11:00-12:00, when classes are not in session and the librarian is available. Each class will receive three library passes to use during that time. Students must have a pass with them, their teacher's permission, and should come prepared to do a quick check in and check out. Open time is for students who have finished their book and need to exchange, or who were absent on their library day. Students abusing this right will be sent back to class. Students should not use the passes on the same day they have library.

### **Library Curriculum**

Students will be taught library skills appropriate to their grade level according to the Davis Essential Skills & Knowledge (DESK) standards. Through stories, book talks, displays, videos, and author spotlights, students will learn that reading is fun and educational. They will understand how to get the most out of reading.

### **Student Behavior in Library**

High standards of behavior are expected in the library. Students must be respectful and use quiet voices. The school wide discipline plan will be followed in the library. Class ROAR tickets will be awarded if the class has displayed proper and respectful library behavior.

## **Library Computers**

The computers in the library are used primarily for researching books within the library catalog. On the homepage, there are also links to websites that can be used for research. Students will be held to the District Acceptable Computer Use Agreement terms on the library computers. If students need to use the computers for class reports, they may use them with permission from you or their classroom teacher.

## **Book Care**

Please help your child learn to care for books properly at home. This includes reading with clean hands, not eating or drinking while reading, not marking or bending pages, keeping books away from younger children and pets, keeping books in a safe place, and returning books on time. Please remind your student to bring his/her books to school on his/her library day.

## **Lost or Damaged Books**

Books which have been lost or damaged beyond repair MUST be paid for. This is a Davis School District policy. If a student has a book which is two weeks overdue, they may not check out additional materials until the book is returned or paid for. There is a \$1 processing fee added to the cost of each book. Lost book fines carry over from year to year through 12<sup>th</sup> grade if they have not paid for it. They will not graduate until all fines are paid.

## **Book Selection**

Three diverse selection aids will be used in selecting materials for the library. Booklists prepared by professional organizations, such as The New York Times and Barnes and Noble, show the trends in demand. Publishers' catalogs will be used to see what is new in the market. Review journals will be used to narrow down the list of selections. Materials selected for purchase will have at least two positive reviews and will be age appropriate for the library community. New releases that have not yet been reviewed may be purchased at the discretion of the Library Media Specialist. Media Specialist will also take into consideration the needs of our students.

## **Parental Restriction of Individual Student Access**

The 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 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 112IR-107 Section 14.

## **Library Advisory Committee**

The Library Advisory Committee is in place to provide input and promote library programs at the school level. The committee includes the library media specialist as the chair, 3 parents and the principal. An upper grade level student may also be invited to be on the committee.

## **Donations**

Donations of NEW paperbacks, hardback books or gift cards for books are welcome for the library. If used books are donated to the library, they may be used for rewards or donated to classrooms, other than used, specifically in the library.

## **Weeding**

There is a partial inventory of the library each year to help with assessing the library collection. The Davis School District's policy regarding weeding books is followed.

## **Scheduling of Library**

The library must be scheduled with the library media specialist if it is to be used during school hours for something other than regular library classes.

Mrs. Hill

Library Media Specialist

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