

## HOLT ELEMENTARY

### **Motto:**

Holt does what is BEST for each student.

### **Library Information:**

- **Scheduling:** The Holt Elementary Library Media Center schedule is set up in conjunction with the prep schedule that is done by the school administration with input from the Library Media Specialist. Each class will be assigned a fixed time in the library for book check-out and instruction. Full day Kindergarten and extended day Kindergarten receive 30 minutes each week and first through sixth grades receive 30 minutes of library instruction time each week. Students may also come into the library for a book exchange during specified open library times. Classes missing library for field trips or assemblies will not be rescheduled, however a quick book exchange time may be arranged.
- **Circulation:** Kindergarten through first grades check out one book at a time. Second Third and Fourth grades can check up to two books at a time. Fifth and sixth grades can check out up to three books at a time. Books are checked out for one week after which they are overdue. There are no fines assessed for overdue books. If a student has an overdue book, they may borrow library books that have been removed from the library system. Once overdue books have been returned, they may resume checking out library books. All books checked out to students must be returned two weeks before the last day of school. Teachers may check out up to 30 books/materials for a month and may renew them unless they have been requested by another teacher. All materials must be returned to the media center two weeks before the last day of the school year.
- **Lost or Damaged Books:** As per district policy, payment is required if a patron is responsible for the loss or damage of a book. If the material is found within 30 days from the payment date all monies will be reimbursed. Damaged books will be assessed a fee based on the severity of the damage and the age of the book. This will be determined by the Library Media Specialist. Hardship cases will be looked at individually.
- **Computer Access:** Students have access to computers in the library. The same Acceptable Use Policy required by the Davis School District, applies to the library. Computers can be used to access the Library Catalog and for research purposes.
- **Behavior:** Students follow the CHAMPS model while they are in the library. They are expected to have their eyes watching, ears listening, mouth quiet, hands and feet to themselves, sitting in their assigned seats and to have their library book(s). Those who choose to act appropriately will be awarded accordingly and those who choose to act inappropriately will be given 3 warnings, before further action is taken.
- **Library Volunteers:** Students in 6<sup>th</sup> grade may apply to be a library assistant. Library assistants help with re-shelving and straightening books, dusting shelves, cleaning tables or other tasks the librarian may assign. Individuals interested in volunteering in the library may coordinate with the library media specialist.

### **Selection Guidelines:**

Three different selection aids will be used in selecting material for the library.

- Reading materials will be selected for the library that support the curriculum and the recreational needs of students. They will include award winning books and popular series. Materials will meet the developmental/maturity level of students and will provide for the younger, as well as the more mature reader.

Holt Elementary Library Media  
School Level Guidelines

- Booklists prepared by professional organizations, such as Library Journal, The New York Times and Barnes and Noble, showing trends in demand. Publishers' catalogs will be used to see what is new in the market.
- Student and teacher interest and request.

Materials selected for purchase will have at least two positive reviews. New releases that have not yet been reviewed may be purchased at the discretion of the library media specialist.

**Weeding:**

- In order to maintain an attractive and up-to-date collection, all materials will be evaluated for weeding and will be done on a rotating cycle with the inventory process. Materials may be removed from the collection for being outdated, inaccurate, damaged, duplicate, unused, or no longer part of the curriculum.

**Donations:**

- Materials donated to the library are appreciated and may be used in the library if they meet the selection criteria or for those students to borrow if they have overdue books.

**Challenged Library Materials:**

- Davis School District recognizes the rights of parents under state law 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 wishing to restrict their child's access to specific library books shall submit the request in writing to the library professional at the school that their 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 <http://www.davis.k12.ut.us/page/46>.

**Library Advisory Committee:**

- Holt Elementary Advisory Committee will help provide input and may assist in challenges to library materials. This committee will be formed early in the school year and shall meet at least one time during the school year. They may also help as the Collection Evaluation Committee.

**Collection Evaluation Committee:**

- Holt Elementary Collection Evaluation Committee responds to challenges to library materials. This 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 specialist shall be a voting member and chair the committee.