

2021-2022 Hill Field Elementary

Library Disclosure

Updated October 2021

Library Visits: Each class has an assigned library time each week. Kindergarten visits are 15 minutes long. Grades 1-6 visits are 30 minutes long. Library visits allow for instruction, book recommendations, story sharing and the exchange of books. In order to be prepared for library, a student must come with their library book (s) or something to read.

Open Library: Open library times are Monday–Friday mornings from 9:00-9:25 am. During these times, students may come into the library (with permission from their classroom teacher) for the exchange of library books. In addition, any time that Mrs. Ondricek is in the library and there is not a class scheduled for their library time, students may come in (with permission from their classroom teacher) for the exchange of library books.

Checkout Limits: These will take place after our “library training” at the beginning of the year.

Kindergarten: Kindergarteners visit the library for story time only and do not check out books to take home.

1st and 2nd grade: 1 book per visit

3rd, 4th, and 5th grades: 2 books per visit

6th grade: 4 books per visit

Limits may be reviewed and revised at the Librarian’s discretion.

Students may check out books for a period of 14 days. After this time, students are required to return or renew their library books. This can be done at each of the student’s weekly visits or during open library times.

Students with materials that are overdue will not be allowed to take additional reading material until overdue materials are returned. Fees will not be collected for overdue materials; however, students will be placed on restricted status and unable to check out additional materials until materials in question have been returned or the materials have been declared “lost” and the associated fee for lost books has been paid.

It is the responsibility of the students to return materials on time and to care for them properly. Books that have been lost or damaged will be the responsibility of the student and family, and subject to the cost to repair or replace lost/damaged title, as per district policy. The payment due will be the cost of the books at the time of acquisition, along with a two-dollar processing fee. *The school will not accept a copy of the lost book in exchange for payment.* Payment should be made in the library or the school office. Cash (with exact change), check or credit card are accepted. If using credit card, it should be done at the school office. If online payment is easier, they may contact the librarian or school secretary who will make the fine available to pay in student’s DSD account. A refund will be issued if the book is found and returned within 30 days of payment. After 30 days no refund will be given.

End-of-year Book Return: All books are to be accounted for by the student’s final visit 2 weeks before school gets out for the summer. Students with all books returned by the deadline set by Mrs. Ondricek will earn a reward day in the library. Students with missing or unaccounted library materials will not be allowed to attend the reward day.

Book Care: Students and parents should ensure that library books are well cared for while they are in the home. Library books should be kept away from food, liquid, small children, and pets. They should be stored in a safe and clean location. Please keep bottled water and library books in separate parts of student backpacks.

Behavior: Students are expected to exhibit appropriate library behavior during class and open library times. Respect and kindness are expected towards both Mrs. Ondricek, other students, the library books

and the library space itself. Students will have opportunities to earn rewards for both excellent individual and class behavior.

Holds: Students in grades 3-6 may place books on hold. Students may have up to 2 books on hold at a time. Students will be taught to access their account online for this procedure. When a book comes in that is on hold, it will be checked out to the student with the hold and delivered to their classroom. If the student already has the maximum number of books checked out, they will receive a notice to come turn in one of their books in order to pick up their hold. Books will remain on hold for 5 days. If the book is not checked out by then, the book will go to the next student with a hold.

Parental Restrictions: Parents are encouraged to take an active interest in their child's reading material. They should have a discussion on what is, and is not, appropriate for their child. Our library serves a broad age range. Parents and students should realize that not every book in the library will be appropriate for each child in the school. If a title does not work for a particular student, they are encouraged to return it and find something that is a better fit. Parents may send written notice of materials that they prefer their students not to read, and that information will be noted in that student's library account.

Selection of Materials: Library materials are selected to support curriculum and for recreational reading of our students. Hill Field follows the Davis School District criteria to provide materials based on accuracy, timeliness, reliability, balanced views and literary quality. Respected review journals are consulted. Award winners and popular titles are highly considered. Self-published books are not accepted. Materials will meet the maturity level of Hill Field students and will provide for both the younger and more mature readers. Requests from faculty and students are considered as they meet the above criteria.

[202SchoolLibraryMediaCenters.pdf](#)

Weeding: Weeding is essential to maintain a current, relevant, up-to-date collection. The librarian will annually review the collection to determine which materials should be removed or replaced. Materials to

consider are the following: Books in poor physical condition, outdated and inaccurate content, minimally circulated, materials that encourage stereotypes or biases. Weeded books may be sold to support other library programs or will be donated or recycled.

Donations: Donated material may be considered for the library collections as it meets selection criteria. Donated material that does not meet library needs will be saved for student rewards or passed on to classroom teachers.

Challenge of Library Materials: Davis School District has an approved challenge of library materials procedure for any complaints regarding collection holdings. The policy and forms can be obtained online on the district website.

The School Leadership Committee is in place to promote library programs, uphold and approve policies, and assist in the procedures of challenged library materials. The committee consists of an odd number of voting members, not less than five, and may include an administrator, department chair, teacher, parent representative, and student representative.

Please review:

[section-4-instructional-programs](#)

[LibraryMediaHandbook.pdf](#)