



# Falcon Perch

## Guidelines & Procedures



### Mission Statement

Fairfield Library empowers students to become lifelong learners. The library supports creative thinking and fosters the ability to apply problem-solving skills to diverse and multidisciplinary contexts.

### Hours

Fairfield Library is available for the school community to use and enjoy

- Monday – Thursday 7:45-3:15, Friday 7:45-2:00
- Open to students with ID cards during lunch (unless reserved by a class)
- A hall pass is required to use the Library during class times

### Circulation

All members of the school community may check out materials. The library catalog is available online.

- Books are checked out for three weeks with a 10 day grace period. Textbooks are checked out overnight. For convenience, there is a book return slot outside the library.
- Books may be renewed unless they have been put on hold by another student. Book holds or renewals are done at the circulation desk.
- Students can check out up to 5 books.
- Parents and students can see checkouts & due dates by logging into the library homepage with their student # and pin #.

### Over-due Materials

- After the 10 day grace period there will be a late fine of \$0.10 per day.
- Students with fines must pay their fines before they are able to check out library materials. All fines must be paid before students will receive their yearbook.
- Students with overdue books must return them before they can check out library materials.
- Overdue notices will be emailed at the middle and end of each term.
- Fines can be paid in the office, or through myDSD.

### Lost/Damaged Materials

Lost or damaged books should be reported to the librarian immediately.

- The fine to replace a lost or damaged book can be paid in the office or through myDSD.
- Damaged or lost materials will be fined the cost of replacing the item plus a \$2.00 processing fee.
- Books in good condition found within one month of payment can be reimbursed.

## Library Expectations

All students have the right to use the library as long as the following expectations are met:

- Food & drink only with special permission from the librarian.
- Respect the library space and its materials.
- Respect the property and people using the library.
- Appropriate voice and energy level. Keep it calm 😊

## Computer Access

Students may use their own devices or library laptops in the library for research, reading, or other educational purposes.

- Laptops can be checked out with student ID cards, but must remain in the library.
- All students must have signed an Acceptable Use agreement before using school computers.
- Computer use will be denied to those who do not follow district Acceptable Use Guidelines.
- Computers may be used before/after school and during lunch for school activities.

## Reservations

The library space is available for the school community to use and enjoy.

- The library may be reserved for meetings, lessons, presentations, small group activities, or study groups.
- A calendar of library availability is available online or in the library.
- Reservations can be made at the circulation desk or via email (48 hour notice is appreciated).

## Library Instruction

The librarian is available for faculty or student instruction to help support curriculum, technology, and literacy needs.

- Teachers may schedule a library orientation for their classes.
- Teachers may schedule lessons in collaboration with classroom research, including credible sources and plagiarism.
- Teachers may schedule book recommendation lessons to support curriculum or student interests.

## Reading Philosophy

- We strive to provide a balanced collection of books for a broad range of readers, ages, and interests.
- Not every book is appropriate for every reader. It is up to patrons to choose books that are appropriate for them and to self-censor their own reading.
- We celebrate the rights of the reader to choose to read, or not read, a book.

## Book Acquisition

- Materials selected for the library will support the curriculum and the recreational needs of students.
- Materials will be chosen for their accuracy, currency, and provision of balanced views.

- They will include award winning books and popular series.
- The collection will include both middle age (4<sup>th</sup>-8<sup>th</sup> grade) and Young Adult (ages 12+) titles. We serve students from 12-15 years of age and will provide a broad range of reading material to fit all levels of student interests and developmental maturity.
- Requests from students and faculty which fit these criteria will also be considered

### Donations

- The library accepts donations of new books and gift cards.
- The library book acquisition criteria will be used to determine if an item is processed into the library collection.
- Items that do not fit the criteria may be used as prizes, donated to teachers, or given to a recycling vendor.

### Weeding & Inventory

- Weeding and inventory are necessary to keep the collection current and relevant.
- Informal weeding will take place continually throughout the year as needed.
- Materials may be removed from the collection for being out dated, inaccurate, damaged, duplicate, unused, or no longer part of the curriculum.
- A formal inventory will be done once a year.

### Library Advisory Committee

- A Library Advisory Committee consisting of the librarian, parents, teachers, and students will be established to assist in library selections, promotions, and decisions.
- This committee will give advice on selection, library policies, and provide feedback on curriculum and school needs.
- Members will also serve on the Evaluation Committee to assist with the reconsideration process if needed.

### Challenged Library Materials

- Parents are encouraged and welcome to be involved with their child's reading choices.
- Occasionally the content of media material may be questioned. All concerns should be brought directly to the attention of the librarian.
- We follow the district policy for formal reconsideration of library materials.

Davis School 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. 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>