



Holbrook Library Policies



SCHEDULING

- Kindergarten is assigned 15 minutes per week. (30 minutes every other week.)
- 1st- 6th grades are assigned 30 minutes a week for instruction and book checkout.
- Scheduled library periods missed due to holidays, assemblies, field trips, various functions and early outs will not be made up or rescheduled. Book exchange times may be scheduled.
- We have open library from 11:30-12:45 every day. Students with a library pass may come to play games, check out books, or read or pass off books. Students can also come to check out books during morning or afternoon recess.

CIRCULATION

- Kindergarten and 1st grade check out 1 book at a time.
- 2nd- 6th grades check out 2 books, or 3 for school projects or a hold with approval of Mrs. Bjerke.
- Books are checked out for two weeks and may be renewed for two weeks more if another student doesn't have it on hold (you must have the book with you to renew it.)
- All books must be returned to the library at the time of your last class library visit during the second to last week of school or students will not be allowed to participate in Field Day.

SELECTION OF MATERIALS

- Library materials are selected to support curriculum and for recreational reading of our students.
- Holbrook follows the [Davis School District Policy](#) in item 2.1 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 Holbrook 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.

FINES

- At Holbrook there are no fines for late books.
- Damaged or lost books must be paid by the responsible student. The amount owed is shown on the late notice which includes the cost of the book with an added processing fee.
- The school will not accept a copy of the lost book in exchange for payment.

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:

- Books in poor physical condition
- Outdated and inaccurate content
- Minimally circulated
- Materials that encourage stereotypes or biases

Per [Davis School District Policy](#) item 2.2

Weeded books may be sold to support other library programs or will be donated to charity or disposed of.

RESTRICTION & RECONSIDERATION

Davis School District recognizes the right 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. Requests may be made in writing to the librarian at the school for their own child's access to specific library materials.

Beyond restricting their own child's access, the District has a reconsideration procedure which you begin by completing this form. [Library Media Materials School Level Challenge Form](#). Both policies are explained in the [Davis School District Policy](#) items 3 & 4.

DONATIONS

- Donations are appreciated and may be considered for the library collection if they meet selection criteria.
- Donated material that does not meet library needs will be saved for student rewards or sold to support other library programs.

COMPUTER ACCESS

- Computers are available for use and may be used for instruction or during open library times.
- Students may lose computer privileges if not adhering to the District [Acceptable Use Agreement](#) or library guidelines, procedures or expectations.

