

## Uintah Elementary Library Disclosure

Library Technology Teacher - Marianne Jones  
marianne.jones@slcschools.org  
801-584-2940 x181

### Salt Lake City School District Library Mission Statement

The mission of the Library Learning Center is to ensure that students and staff are effective users of ideas and information. A strong Library Learning Center program, administered by a certified Library Technology Teacher, positively impacts student achievement. The Library Technology Teacher is a certified teacher, instructional partner, information specialist and program coordinator.

- As a **certified teacher**, the Library Technology Teacher collaborates with members of the learning community to analyze learning and information needs, to locate and use resources that will meet those needs, and to understand and communicate the information the resources provide.
- As an **instructional partner** and member of the educational team, the Library Technology Teacher promotes and models curriculum development and effective, collaborative teaching.
- As an **information specialist**, the Library Technology Teacher provides leadership and expertise in acquiring and evaluating information resources in all formats.
- As a **program coordinator**, the Library Technology Teacher works collaboratively with members of the learning community to define the policies of the library media program and to guide and direct all the activities related to it.

### Salt Lake City School District Library Resource Selection and Use

The Library Learning Centers in the Salt Lake City School District exist to provide informational resources for teachers and students, assist students in developing literacy and research skills, and offer recreational reading opportunities. Our goal is to have a current, engaging, relevant, and diverse collection that provides information on a wide variety of topics geared to the ages of our students. When selecting books, we consider the needs of the core curriculum and the interests of our students. We strive to keep current informational materials and recreational reading titles as our budgets allow.

Parents are encouraged to take an active interest in their child's reading materials. They should have discussions with their child about what is, and what is not, appropriate for their child. Our library serves a broad age and interest range. Parents and students should realize that not every book in the library will be appropriate for each child in the school.

If a parents feels that title is not appropriate for their child, she or he is encouraged to return it to the library as soon as possible and select a book that is a better fit. The Library Technology Teacher is happy to help your child find an appropriate book that meets his or her interests.

If there is a book in the library that a parent feels is not appropriate, the procedures in the District Board Policy I-7 will be followed. The policy can be found at <https://www.slcschools.org/board-of-education/policies/i-7/i-7-ap/english/> .

## **Library Curriculum**

The library program at Uintah Elementary follows the Library Media Core Standards approved by the Utah State Board of Education. The three main areas of curriculum for the Library Learning Center are: 1) Literature (study of literature and language arts skills), 2) Media Literacy (study of different types of media and how it affects our lives), 3) Information Literacy (accessing, processing, and organizing information— research). The entire core can be found at <https://www.uen.org/core/core.do?courseNum=6500> and <https://www.uen.org/core/core.do?courseNum=6512>

## **Library Class Description**

Each class in the school from Kindergarten through 6th grade visits the library for 45 minutes every week. During this time, students have a literature or media lesson and then have time to check out books. During weekly lessons, students learn technology skills, library and information skills. Students are exposed to a variety of children's literature that will foster a love reading.

## **Research classes**

Third through sixth grade classes come to the library at various times throughout the year for a research unit which lasts several weeks. Through the research classes, students are taught which resources are good for locating information, how to extract relevant information, how to organize in-formation, and how to create a final product to present the information they have found. Frequently, these final products are in an electronic format. There is a strong emphasis placed on learning technology skills in the library, as well as content area which matches what the students are learning in class.

## **Assessment**

Students are graded on research projects they do during library research classes based on quality and completion using a rubric which is collaboratively developed for each project. Grades are given to classroom teachers which may then be incorporated into report card grades.

## **Student Expectations**

Students are expected to:

- Participate in lessons and apply themselves in learning new skills
- Check out books to increase reading skills and love of reading
- Follow library rules

## **Behavior**

Library rules:

- Follow directions quickly
- Quiet voices
- No food in the library
- Take care of everything in the library
- Take turns

Positives:

- Lower grade students can earn "good choice tickets" where their name is entered into a drawing to win a prize
- Upper grade students have a chance to be the UFO (Unidentified Fantastic One) each time they come to library class. Winners get a prize.

Consequences for not following rules:

- 1st—verbal warning
- 2nd—in-library time-out

## **Library Books and Materials**

A variety of materials are used to teach the library curriculum. They include the following:

- Library books
- Magazines

- Utah's Online Library
- eBooks, computers
- Additional internet resources.

## **Hours of Operation**

The library is open during school hours and students who would like to have extra check-out time may come to the library after school if they have their parent's permission.

## **Check-Out Policies**

Each class visits the library once a week to check out books. Students are encouraged to take good care of library books that they check out. There are no over-due fines.

However, if a book is lost or destroyed, the book needs to be paid for before another book can be checked out. Books usually check out for one week and can be renewed if needed.

New books cannot be checked out until previously checked out books have been returned.

Number of books per grade each week:

Kindergarten and 1st: 1 book

2nd-4th: 2 books

5th-6th: 3 books

Students who show that they are responsible and trustworthy are allowed to check out more books.

Parents are also welcome to check out books from the school library! They may check out up to 10 books for a 2 week time period.

## **Overdue Books**

A student who has forgotten his /her library books on the regularly scheduled day for the class, may not check out until the overdue books are returned. Overdue fines will not be charged, however, students will not be able to check out new books until all books have been returned. At the end of the school year, if the book has still not been found a replacement fee must be paid.

## **Lost or Damaged Books**

- The student is responsible for the care of all books he or she has checked out. If a book is lost or damaged, the student must pay for the replacement cost of the book.