

Tolman Library Guidelines and Procedures



Selection of Materials

Library materials are selected to support curriculum and for recreational reading of our students.

Tolman library follows the [Davis School District](#) criteria to provide materials based on accuracy, timeliness, reliability, balanced views and literary quality. Award winners and popular titles are highly considered. Self-published books are not accepted.

Materials will meet the maturity level of Tolman students and will provide for both the younger and more mature readers represented in our school. Requests from faculty and students are also considered as they meet the above criteria.

Donations

Donated material may be considered for the library collection as it meets selection criteria. Donated material that does not meet library needs will be saved for student rewards, passed on to classroom teachers or donated to another organization.

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 be considered are:

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- Outdated or inaccurate content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

per [Davis District Policy](#).

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

Circulation

Kinder: 1-2 book

2nd-3rd: 3-4 books

5th-6th: 4-5 books

Books are checked out for two weeks. After Spring Break, students with overdue books will no longer be allowed to check out other materials. All books are to be accounted for by the student's final visit to the library during the second to last week of school.

Fines

There are no fines for late books. Damaged or lost books must be paid for by the responsible student. The price of the book at acquisition with an added processing fee. The school will not accept a copy of the lost book in exchange of payment.

Parental Restriction

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 librarian 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 by clicking [here](#).

Tolman Library Advisory Committee

As per [Davis School District](#), the Library Advisory Committee will meet at least one time during the school year and consists of an odd number of voting members, not less than five. It may include an administrator, department chair/or grade level teacher, parent representative, and student representative where appropriate. This committee may assist in challenges to materials at the school level. The school library media specialist will be a voting member of and chair the committee. This committee may also serve as the Collection Evaluation Committee.