

Backman Elementary Policies and Procedures

Selection Policy

Books are selected based on staff and student input, circulation data, book vendor information, curriculum needs and occasionally recommendations from other community members. We strive to make sure our inventory is current, age-appropriate, and meets the needs of our diverse group of learners.

Weeding

In efforts to ensure that books and materials in the Backman library are current and relevant to our school population, books are weeded twice a year by the Library Technology Teacher. In addition to the annual weeding period, the LTT may choose to weed books that come through the circulation desk and are considered outdated, damaged or inappropriate. The books to be weeded will be taken out of the Destiny book circulation system, with barcodes crossed out and “withdrawn” stamps inside.

Donations

We do accept donations at our Backman library. However, before books can be accessible to students, the Library Technology Teacher must ensure each book is age-appropriate and meets the needs of the student population. If so, the LTT will enter the book information into the Destiny system, create spine labels and stamp each book with the “Backman Elementary Library” stamp.

Book Requests

We welcome book requests from our students, staff and community members. When an individual has made a request, the Library Technology Teacher researches the book to make sure it is suitable for our school. If deemed age-appropriate and is within the guides of state core curriculum standards, then the LTT can add the book to the system.

Challenged Materials

If challenges or concerns about library resources arise, the established protocol must be followed. Please see the Board Policies on the Salt Lake School District website: *Instruction Policies; Curriculum and Instructional Materials*. I-7 documents list the “*Procedures to Express Concerns and to Request Reconsideration of Instructional Material*” from the district website.

<https://www.slcschools.org/board-of-education/board-policies>

Fines

Students will be assessed fines based on the price of lost materials. If a student cannot pay these set fines, the student may opt to read down his or her fines. For every 10 minutes a student reads, \$1.00 will be taken off the fine.

Cell Phone Usage

Students are not allowed to use cell phones in the library during scheduled library technology classes. Students are given one warning before the LTT may confiscate the phone and require a parent or guardian to come to the school to pick it up.

Computer Access

Students must follow the district's Acceptable Use Policy (AUP) found online when accessing computers in the library media center. Students are allowed access to computers before school, after school, during designated class time or upon special request, as long as they are supervised by a qualified staff member. The LTT's responsibility is to give students access to safe sites.

Food

Food is only permitted in the library under special circumstances where approval from the Library Technology Teacher or administrator has been given.