**MISSION STATEMENT**

The OCSD K-12 library program works to support the curriculum, promote literacy development, and foster lifelong reading habits among children through the development of carefully selected print collections. Infused throughout is instruction in the use of educational technologies, Internet Safety and the importance of Digital Citizenry, and the research skills which will allow students to be successful critical thinkers in the 21st century.

**POLICIES**

Checkout: At the Riverside Elementary School library, all K-5 classes come to the library every six days and every students may check-out a book or books for a period of time. Teachers and staff may also check-out library materials. All patrons are responsible for materials checked-out to them. Checkout policies are as follows:

* Kindergarten 1 book for one week, renewals allowed
* First 1 book for one week, renewals allowed
* Second 2 books for one week, renewals allowed
* Third 3 books for one week, renewals allowed
* Fourth 4 books for one week, renewals allowed
* Fifth 4 books for one week, renewals allowed
* Teachers & staff 30 books for 30 days, renewals allowed

Overdues: Overdue notices will be sent out to all patrons at least once a quarter. The Riverside Elementary library does not charge overdue fines, however, patrons will be asked to cover the replacement cost of lost or damaged items.

**LIBRARY MATERIALS SELECTION POLICY**

Objective: The Riverside Elementary library shall acquire print materials that are 1) aligned with the Common Core content standards, 2) are an effective learning resource to help students achieve grade-level competency, and 3) present a broad spectrum of knowledge and viewpoints, and enhance the use of multiple teaching strategies and technologies.

**CRITERIA**:

* Library materials considered for selection must be age appropriate for an elementary school population
* Library materials must support the curriculum, the school mission, and the district standards
* Library materials must meet the needs of patrons for pleasure reading and researching topics of personal interest while representing diverse points of view
* Library materials should be of high quality with at least two recommendations from literary institutions

**SOURCES**:

* Sources for selection include but are not limited to the following:
* School Library Journal
* ALA Booklist
* National Book Award, Caldecott, Newbery, Siebert, Coretta Scott King, and Theodore Geisel award winners and honor books
* Teacher, student, or community member recommendation
* Supplemental reading lists of adopted texts

**DONATIONS**:r

* Materials donated to the Riverside Elementary library must meet the same criteria as materials selected by the Library Media Specialist, and acceptance of such materials is up to the discretion of the LMS

**WEEDING**:

* Weeding of the library collection should be performed on an ongoing and regular basis
* Materials should be reevaluated based on evolving curriculum, standards, new formats and instructional methods, and the needs of the school community
* Items may be removed due to poor condition, outdated information, or poor circulation
* Items may not be removed from the library collection due to content unless instructed to do so by the OCSD

**COMPLAINTS/CHALLENGES** (as stated in OCSD Administrative Regulation 7.6, “Challenge to School Library Instructional Materials”)

* Procedures for handling complaints/challenges are as follows:
* The complainant shall be informed of the selection policy
* The complainant will be asked to submit a “Request for Reconsideration of Materials” form
* Challenged materials will remain in circulation during the reconsideration process
* Upon receipt of the completed form:
* A letter of acknowledgement will be sent to the complainant
* Administrative personnel shall be informed of the complaint in writing with a copy of the complaint
* A recommendation committee consisting of four professionals (1 OCSD librarian, 2 elementary and 1 Middle School professional) currently in the OCSD shall be given the materials for review
* The recommendation committee will read, view, or listen to the material in its entirety; check general acceptance of the material by reading reviews and consulting recommended lists; determine the extent to which the material supports the curriculum; judge the material for its strength and value as a whole and not in part; make a final written recommendation.