

# Emerson Elementary

## Open Disclosure for the Library Technology Center

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### 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.

### Class Description

Students in kindergarten through sixth grade will visit the library for weekly lessons. During weekly lessons, students learn technology skills, library and information skills. Students are exposed to a variety of children's literature to help foster a love of reading.

- **Goals and Objectives:** The library program at Emerson School follows the Library Media Core Standards approved by the Utah State Board of Education. The Core focuses on the

following key areas: Reading Engagement, Information and Research, and Media Literacy. The Core Standards can be viewed at [www.uen.org](http://www.uen.org).

- **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 parent feels that the 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.

### Course Requirements

Students will come to the library once a week where they will enjoy story, check out books and have a lesson and/or assignment. The Information Technology grade on the report card will be based on these assignments, so it is important that students complete their assignments each week.

### Checkout Procedures

All students will be encouraged to check out library books. This will improve their reading skills as they are exposed to quality children's literature. The goal is to teach students to be independent, lifelong seekers of knowledge, who can find needed information, and who value libraries and learning.

#### **Book Check-Out**

Kindergarteners and First Graders may check out one book each week.

Second Graders may check out two books each week.

Third- Sixth Graders may check out three books each week.

#### **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.

If the student fails to return the book, an overdue notice is provided. This notice should be taken home, so parents/guardians can assist in returning the books to school. No fines are charged for lost or damaged books, but a donation of money or a replacement book for the library would be appreciated.

### Books and Materials

A variety of materials are used to teach to teach the library curriculum. They include the following: Library books, Magazines, Utah's Online Library, eBooks (Sora, Destiny Discover), Additional internet resources.

Parents can make an appointment to come to the school/classroom to view the instructional materials being used in the class. Please contact Ms. Nelson to set up a time if you would like to view materials we are using in class.

### Extended Library Hours

Students must be accompanied by an adult during these extended times. Please feel welcome to come in with your student to check out books and read.

**Monday-Thursday 2:30 pm- 2:40 pm**

Please note that if the school is closed the library will also be closed.

### Expectations

**Be Respectful: Enter** and exit quietly. Follow directions the first time.

**Be Safe: Keep** hands, feet, and objects to self. Use materials and technology correctly.

**Be Responsible:** Treat books, computers and materials with care. Be prepared to read and learn.

### Consequences

**First:** Verbal warning or reminder

**Then:** Student will be separated from class members but will still be responsible for their learning.

**Next:** If a student's behavior stops the learning in the library the student will need to take a break. The librarian, classroom teacher, and/or counselor will work with the student to reteach the expected behavior to ensure learning for all can resume for the next visit.

## Grading Procedures

Although a grade is not given for every library assignment or activity, accountability for the skills and information presented are covered on the standardized tests that students are given each year and in grades received on regular classroom assignments and research activities. Students will receive an S or N on their report card which will be determined by the student's participation in library assignments and activities.

## Academic Honesty

All SLCSD students are expected to be honest in their academic endeavors. Plagiarizing the words or ideas of another person corrupts the essential process by which knowledge is developed. While in remote, assignments and assessments will be given that represent the work of the learner. Students should complete all assignments and take all assessments as directed by the teacher without additional help or input.

## Acceptable Use of District Electronic Devices

A student's use of the district's electronic resources shall be for educational purposes only, which includes accessing and sharing information with teachers and other students, storing files, conducting research, and collaborating on projects with others.

## Acceptable Use Policy

Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite.
2. Do not be abusive in your messages to others.
3. Use appropriate language.
4. If told by a person to stop sending messages, the sender must stop.

For more information on acceptable use, see [I-18: Administrative Procedures Acceptable Student Use of Internet, Computers, and Network Resources.](#))