

## **Secondary Disclosure Document**

Clayton Middle School Library Learning Center

Mrs. Shanna Lewis, Library Technology Teacher and Media Center Director

801.481.4810 – Extension 2041

[shanna.lewis@slcschools.org](mailto:shanna.lewis@slcschools.org)

### **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 Selection and Use**

Clayton Middle School Library Technology Center, as well as other Library Learning Centers in the Salt Lake City School District, exists to provide informational resources for teachers and students, assist students in developing literacy and research skills, and offer recreational reading opportunities. The Center fosters a positive environment that encourages inquiry and discovery through the use of organized, accessible resources. Our goal is to have a current, engaging, relevant, and diverse collection, providing information on a wide variety of topics geared to the ages of our students. When selecting books, we strive to keep current informational materials which are connected to the needs of the core curriculum and recreational reading titles based on the interests of our students as our budgets allow. Clayton's Library Technology Program teaches students to be

independent lifelong seekers of knowledge who are capable of information retrieval and who value libraries and learning.

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 title does not work for a particular student, he or she is encouraged to return it and find a book that is a "better fit". Mrs. Lewis is happy to help your child find an appropriate book that meets his or her interests.

### **Course Description**

- The Clayton Library Learning Center is available to students for recreational reading, individual study, book checkout, and classroom research and lessons. Students are encouraged to use the library to browse, read, research, study, select books and materials, and use the resources of the Library Learning Center. Students may come in before school, and during lunch to study, complete homework and use the resources of the Library Learning Center. We are open for quick check outs after school.
- Selected 8th Grade students can register as a Library Aide to assist the Library Technology Teacher with activities such as shelving books, answering the phone, and helping the Librarian with general tasks.

### **State Core Curriculum**

Utah has developed a Core Curriculum which outlines specific standards for student learning. The Core Curriculum includes ideas, concepts, and skills which provide a foundation on which subsequent learning may be built. The [Utah State Core for Library Media Secondary](#) can be accessed on the Utah State Office of Education's Web Site.

### **Instructional Objectives**

Using a flexible schedule, the Library Technology Teacher is available to collaborate with content area teachers. While working with the classroom teacher, the librarian will help students to:

- Read to pursue intellectual, personal, and emotional growth for life.
- Learn research processes that teach them to define an information problem, evaluate and select sources, locate and engage with sources, synthesize and present information, and evaluate the process and product.

- Demonstrate that media literacy is a skill integral to modern citizenship and informed decision-making.

The Library Technology Teacher will work with the Classroom Teacher to determine the appropriate procedures which may include the following:

- Reading and writing assignments.
- Group discussions.
- Computer lab work.
- Small & large group projects.

### **Course Requirements and Materials**

- Clayton's Library Learning Center houses a wide and diverse number of books, eBooks and magazines for student use. Students may check out books and/or magazines for a **three-week period**. If necessary, materials can be renewed for a longer period, but students must return overdue materials before additional items can be renewed or checked out. Replacement costs will be charged for lost or damaged books and materials.
- The Library Learning Center is also the home to a computer lab where students have access to the Internet. This is a very effective tool if used properly. Each student must have a Responsible Use Form signed by the student and his/her parent or guardian in order to access information on the Internet. Parents will electronically sign one as part of online registration. Students without a Responsible Use Form can still use computers to access testing platforms and reference based online resources of the Utah Education Network that include encyclopedias, journals, and magazines.

### **Classroom Environment**

All students that come to the library must have a pass and have a purpose for being in the library. Students are asked to be respectful of the library facilities and of the right of others to a positive learning environment. Because food and drink can damage library materials and equipment, eating and drinking are **not allowed** in the library. To maintain a pleasant atmosphere in the library, students are asked to pick up after themselves when they leave the library. This includes: throwing trash into the wastebaskets, putting back unused books and magazines where they belong, and pushing chairs back under the tables.

### **Library Policies**

- Checkouts are for **three-week** periods and may be renewed.
- Students who have overdue books from the previous school year will need to return the book before they are able to checkout a new book.
- Students who use the computers in the library will be required to follow the Salt Lake School District Acceptable Use Contract.

### **Progress Reporting**

- Students who have overdue books will receive an email notice reminding them to return the overdue materials.
- Library Aides will receive a midterm grade and a final grade for each term.

No district employee or student shall be subjected to discrimination in employment or any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment Opportunity matters. The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United States Code, including scouting groups. The following person has been designated to handle inquiries and complaints regarding unlawful discrimination, harassment, and retaliation: Tina Hatch, Compliance and Investigations, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578-8388. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.