LIBRARY POLICY

Purpose: The Weber State University Charter Academy Library is an independent division of the Stewart Library at Weber State University. This Weber State University Charter Academy library was created to fill the school’s need for a children’s collection and is housed in the Weber State University Charter Academy. The library serves students, parents, and faculty affiliated with the Charter Academy.

Policy: While the policies of the WSU Stewart Library govern the Weber State University Charter Academy Library, this policy pertains to the Weber State University Charter Academy Library collection. WSU Stewart Library policies and procedures may be found at: http://library.weber.edu/libadmin/lppm/default.cfm

Funding
Funding for the Weber State University Charter Academy Library’s collection will be included in the Stewart Library’s annual allocation. This annual allocation may vary from year to year, depending on the amount of funds available and the identified needs of the Weber State University Charter Academy.

Selection
A librarian is responsible for the selection of materials that will enhance the collection and fit into the core curriculum as outlined by the Utah State Office of Education. These titles will be selected from the International Reading Association’s “Children’s Choices” and “Teacher’s Choices” book lists, recommendations from CFS and TED faculty and staff, and other published reviews.

Circulation
The teacher or teaching assistant will be responsible for circulation of library materials.

Donations
Gift materials and donations are evaluated on the same basis as materials purchased for the library and are added to the collection if they fit the criteria for selection and fill a valid need. Donations must be accepted with the understanding that items not placed in the collection may be utilized or donated at the library’s discretion.

Weeding
Systematic weeding of the collection is an integral part of the collection management process and is a responsibility of the teacher and Assistant Director of the Center for Family and Community Education. Ongoing evaluation of the library’s collections normally results in the withdrawal of materials from those collections. Materials in the following categories are most often subject to systematic withdrawal:

- Materials containing obsolete or superseded information (e.g., superseded editions of encyclopedias, indexes and abstracts subsequently cumulate, outdated factual materials, preliminary reports).
- Worn, damaged, or badly marked items when readily available elsewhere through interlibrary loan or, if heavily used, through the purchase of replacement copies.
- Duplicate copies of rarely-used materials which had been duplicated for reserve use; duplicated due to strong, previously-current interests; and duplicated inadvertently.
Lost/Damaged Materials
Patrons of the Weber State University Charter Academy Library are expected to reimburse the Charter Library for damaged or lost materials. The replacement cost is equal to the cost of the item. If lost items are returned before they have been withdrawn from the library system, a refund is issued, minus any fine accumulated prior to the declaration of the loss. Funds collected through fines and lost-book fees are used to purchase new titles or to replace those titles still relevant to the

Challenged Materials
All complaints about collection holdings must be submitted in writing to the Assistant Director of the Center for Family and Community Education. When a formal complaint is received, it must be reviewed by the WSU Weber State University Charter Academy Board of Directors. Usually, one of three actions will occur. (1) No removal action will be taken. (2) The challenged material will be removed from the Weber State University Charter Academy Library and may be cataloged for placement in the WSU Stewart Library. (3) A limitation on use of the material will be decided. Once the action is decided upon, the complainant will receive written notification of the decision. The complainant may appeal this decision to the Dean of the Moyes College of Education.