

École Coloniale Estates School
Library Learning Commons (LLC) Procedures and Protocols

1. Use of LLC space:

- a. Students accessing the Library/Learning Commons should always do so with the permission of their teacher and under the supervision of a staff member.
- b. The day to day operation of the Library Learning Commons is managed by the Library Technician/Clerk under the supervision and direction of the school principal.

2. LLC hours of operation:

- a. The library is open during school hours. The collection of eBooks in the Destiny system can be accessed at any time by students and staff.

3. Procedures for accessing the LLC for individual, small group, or class projects:

- a. Most classes go to the LLC weekly for a book exchange, but students are also encouraged to exchange books at any time. A schedule is shared with staff. Students and families are notified of the weekly library time. Individual classes can reserve the Learning Commons and/or Makerspace in advance when the space is not being using for regularly scheduled activities.

4. Borrowing policies (loan periods, number of items, overdue procedures):

- a. Most books can be borrowed for two weeks, while videos and other material are usually borrowed for one week. At present, the limit is four books (or other materials) at a time, but students needing books for school projects may take more.
- b. **All** resources are barcoded and circulated using the management software Destiny.

5. Teacher Resources and instructional materials:

- a. Teacher resources and instructional materials, particularly materials valued \$500.00 or greater, are to be stored in an area accessible to staff and managed through the Destiny library program. Reports and notifications, generated at the end of the school year will determine the status of the materials, (lost, need to be renewed, or returned).
- b. For insurance purposes, all material copy information must include Sublocation, Vendor and budget and any other pertinent information, such as serial numbers.

6. Text Books and Novel Studies: Students are assigned textbooks and novels (teacher's record numbers of those books assigned to your child). It is the responsibility of the student to care for his/her assigned books. If books are damaged or lost, the cost to repair them or replace them will be assessed to the student. If the original book is found and returned, the replacement cost is refunded.