



# École Coloniale Estates School

## Library Learning Commons (LLC)

### Policy and Procedures

#### 1. Use of LLC space:

- a. Students accessing the LLC 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 LLC is managed by the Library Technician under the supervision and direction of the principal.
- c. All individuals accessing the LLC are to be treated with respect.
  - i. Noise levels in the LLC must be kept in moderation to avoid disrupting classes in progress in surrounding areas, as well as individuals that may be accessing the LLC at the same time as another class.
  - ii. Students are expected to conduct themselves respectfully at all times.
- d. All materials in the LLC must be used with care.
  - i. Books are to be returned to the circulation desk in the condition they were borrowed in.
  - ii. Students must log out of Destiny Online after use.
  - iii. Furniture must be returned to its original location.

#### 2. LLC hours of operation:

- a. The LLC is open from Monday to Thursday, 8 AM to 3 PM, and closed for lunch from 11:15 to 12:00.
- b. The collection of eBooks and audiobooks 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. A schedule for designated Library periods has been created and shared with staff.
- b. Students have access to visit the LLC during their class's scheduled library period.
  - i. If students miss their scheduled library period due to a scheduling conflict (ex: BHA), their teacher can arrange for them to visit the library at an alternative time with the Library Technician. This will be determined at the Library Technician's discretion.

4. Borrowing policies:

- a. Each student is allowed two books at a time. French Immersion students are required to have either two French books (Grades 1 and 2), or one French book and one English book (grades 3-6).
- b. Library books are signed out for a period of 14 school days and then are expected to be returned, or renewed a maximum of two times. If there is a pending hold request on a book, it cannot be renewed.
- c. Students are permitted to place holds on materials through Destiny Online.
  - i. Holds are limited to items that are unavailable to borrow during that student's Library period (ie: already on loan to another student).
  - ii. Holds placed on items that are available at the time the hold is placed will be deleted.
  - iii. Holds will be processed by the Library Technician and distributed during Library period.
- d. Students will not be allowed to borrow any more items if they have items overdue.
- e. Items that are 30 days overdue will be marked as lost, and a fine to cover the cost of replacement will be applied to the student's PowerSchool account.
- f. All resources are barcoded and circulated using the Destiny library manager software.

## 5. Donations of Books or Materials to the School

- a. Please contact the Library Technician prior to donating any materials. Final decision on donated materials will be at the Library Technician's discretion.
- b. The books or materials will be accepted if they follow these guidelines:
  - i. Age appropriate to school population
  - ii. Current: copyright date (general rule is 5 to 10 years depending on the subject and genre of the book)
  - iii. Good condition (no writing, no damage)
  - iv. Not a duplication of what we already have unless it is a popular title
- c. The school requires the name and contact information of the donor. Any materials or books that are not accepted will be returned to the donor.

## 6. Teacher Resources and instructional materials:

- a. Teacher resources and instructional materials, particularly materials valued \$500.00 or greater, are 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.

## 7. Text Books and Novel Studies:

- a. ECES Novel Study books are borrowed for a general period of 90 days. Instructions from teacher in charge will determine the specific length of time the novel should be borrowed for, returned or renewed.
- b. ECES Textbooks and Novel Studies are stored in classrooms and will be checked out under the Teacher's name. Textbooks and Novel Studies must stay at the school. In unique circumstances, when a student will be removing the novel from the classroom (taking it home) - the novel must be signed out under their name through Destiny.



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## Guidelines for the Use of Learning Resources

### Background

Intellectual inquiry requires learning resources representing a wide range of interests so that students may freely explore the world of ideas. Staff must exercise autonomy and flexibility in determining the means by which learning opportunities are presented. In the selection of resources, the Division expects sound professional judgement and consultation with others, including parents and other professional colleagues when deemed appropriate.

### Professional Context

Teachers exercise professional judgement in selecting resources for use in their classrooms. Curriculum documents, lists of approved resources, reading lists and professional journals all assist teachers in their selection process.

Occasionally, students may benefit from interacting with materials that may not appear on specific approval lists. Currently relevant news articles, theatrical productions, multimedia materials and books may be appropriate for classroom instructional purposes.

**BGRD Administrative Procedure 206** encourages consultation with parents. All of the above mechanisms are intended to safeguard the interests of all the partners in the educational system:

- The teacher's professional judgements in implementing curriculum,
- The parent's discretion in reinforcing home-based values, and ● The student's unique needs that may conflict with classroom activity.

Notwithstanding the above, concerns may arise, from time to time: such concerns reflect personal and individual values of students and parents that should be heard, and addressed. When a student or parent believes a resource should be reviewed for appropriateness for our school and community, that person can assist our review by bringing the matter to the attention of the teacher, first. Parents/guardians who have issues with the materials being presented in class are to refer to **BGRD Administrative Procedure 251 - Challenge to Learning Materials**.

## Guidelines for the Use of Learning Resources (con't)

### Books

At times, even approved books and other textual materials may cause students and/or parents' concerns. These concerns generally arise from personal values or sensitivities to controversial topics or portrayals of characters and/or situations. Under such circumstances, where practical, students may opt to complete alternative assignments to fulfill the same objectives as those addressed in the work under review.

Substitutions will be made in consultation with the teacher.

### Films/Videos

Video is also used to enhance the delivery of curriculum content in other subject areas. As such, any video shown during class time will be closely linked to the curriculum.

The following guidelines have been developed for the use of films (in whole or in part) in ECES classrooms.

1. Teachers preview any material that they plan to use in the classroom.
2. Given the ages of the students in grades K-6 movies given a rating of G in Canada may be shown.
3. Movies rated PG may also be shown; the teacher will notify parents prior to showing the film.
4. The family may choose whether the student will view any film. Students who opt out of viewing a particular film, may, when practical, be required to complete an alternative assignment, which may include the choice of another movie to be viewed at home.

### Non-fiction

We try to select books, videos, etc that:

- Support the curriculum or are of general interest
- Are up-to-date
- Present the information in an interesting and appealing format
- Are appropriate for the students' age
- Have reputable producers, artists, authors, and composers.

Science - materials shall be selected according to its unbiased, objective, and authoritative treatment of fact or theory.

Religion - an attempt will be made to provide factual, unbiased materials representative of all major religions.

## Guidelines for the Use of Learning Resources (con't)

Sexual Health - materials will be selected on the basis of sound factual authority, considering the practical need for information of the young people who use the material.

Discrimination - materials should portray sexual, racial, religious, ethnic, or other social groupings in our society in such a way as to build positive images, while supplying an accurate and sound balance in the matter of historical perspective.

Fiction - we try to select books and other materials that:

- Support the curriculum or are of high interest to students - this includes copies of popular children's series
- Have a high degree of potential use appeal
- Cover a variety of areas of interest
- Do not support negative stereotypes
- In the case of picture books, are visually appealing.
- Are appropriate for the students' age
- Have reputable producers, artists, authors, and composers.

### General Notes

- Canadian content: where Canadian materials meet these criteria, preference is given to them.
- Suggestions: Teachers, administrators, students, and parents are welcome to suggest specific titles or authors, or general subject areas.
- Standard professional evaluation, selection aids, and unbiased media reviews will be used in assessing material. There will be personal examination of proposed material where practical.
- Materials are judged on the basis of the work as a whole, not on a part taken out of context.
- The fact of sexual incidents or profanity appearing should not automatically disqualify a book. Rather, the decision should be made on the basis of whether the book presents life in its true proportions whether circumstances are dealt with realistically, and whether the book is of literary value.
- Responsibility for the final coordination of selection and purchase recommendations rests with the Library Technician/Clerk under the direction of teachers and school administration.