1. Use of LLC space:
   ❖ Students:
     ➢ May use the LLC for quiet study, research, and collaboration.
     ➢ Are encouraged to use the LLC space to pursue personal interests and to explore the variety of library centers.
     ➢ May use their personal and school-assigned electronic devices.
     ➢ May make use of the movable tables and chairs as needed for individual or collaborative learning.
     ➢ May use the variety of comfortable cushions and alternative seating as permitted by staff.
   ❖ Teaching staff:
     ➢ May use the LLC for student research, projects, buddy reading and collaboration.
     ➢ May use as a class space for projects, when available.
   ❖ In addition, the LLC space is used for collaboration periods, hosting clubs and makerspaces.
   ❖ Students and staff need to be respectful and considerate of other users in and around the LLC space.
   ❖ Students and staff are responsible for ensuring that the LLC is left in a tidy and organized state after use.

2. LLC hours of operation:
   ❖ Open access for staff, parents/guardians and students during school hours and special events.
   ❖ The Library Technician is available from 9:00-2:45pm, Monday to Friday.
   ❖ 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:
   ❖ Individuals may access the LLC as needed during hours of operation.
   ❖ A library class schedule will be coordinated between staff and the Library Technician at the beginning of the school year and will be shared with all staff.
   ❖ Small groups may use the LLC in consultation with the Library Technician.

4. Borrowing policies (loan periods, number of items, overdue procedures):
   ❖ Students:
     ➢ May borrow 2 items at each library class period.
     ➢ Maximum number of items out is 4, or less, if determined by the teacher/Library Technician.
     ➢ Textbook return date: a default date corresponding with the end of the school year.
     ➢ LLC general collection: 2-week loan period with a maximum of 2 renewals, as long as there are no hold requests on the item.
     ➢ Kindles: 2-week loan period with maximum of 2 renewals, as long as there are no hold requests.
     ➢ Overdue items:
       • Students are emailed notifications of items out and overdue.
       • If students have 2 overdue items, the student may borrow 1 item.
       • If students have more than 2 overdue items, the student is required to return the items before checking out more books.
     ➢ Students may exchange their books outside of the library class period, if they’ve finished reading the book or missed their library period.
   ❖ Staff:
     ➢ Number of items borrowed is as needed.
     ➢ Teacher Resource return date: a default date corresponding with the end of the school year.
     ➢ LLC general collection: 2-week loan period with a maximum of 2 renewals, as long as there are no hold requests on the item.
➢ Kindles: 2-week loan period with maximum of 2 renewals, as long as there are no hold requests.
➢ Interlibrary loans: as determined by the lending library.
➢ Overdue items:
  • Not applicable on local resources with the exception of inter-library loans, in which case the staff member is notified.
  • Notices are sent at the end of the school year to determine the status of the material.

❖ Inter-library loans:
  ➢ For teacher resources/instructional materials:
    • For incoming items, items will be signed out to a specific teacher unless otherwise specified by the requesting library.
    • For outgoing items, ensure items are not needed by in-house teaching staff and/or there are enough items remaining for the in-house teaching staff.
    • Loan periods are up to the end of the current school year unless the item is needed to be returned sooner.
  ➢ LLC general collection: 3-week loan period with a maximum of 2 renewals, as long as there are no hold requests on the item.

5. Lost/Damaged items (applies to ALL borrowed materials):
❖ Patrons may be charged for lost or damaged items (due to fluid, food, or mechanical damage).
❖ No fines will be charged for lost or damaged magazines, or for items where damage is due to poor quality book binding.
❖ Fines will be entered in ACORN and payment of fines will be paid at the online or office.
❖ The price of the item will be based on the price determined in the catalogue record.

6. Teacher Resources and instructional materials:
❖ Teacher resources and instructional materials, particularly materials valued $500.00 or greater, are to be stored in the Storage Room.
❖ They will be accessible to staff and managed through the Destiny library program.
❖ Year-end notices will be sent to staff to determine the
status of the materials, (lost, need to be renewed, or returned).

❖ The borrowing period is defaulted to the end of the current school year, as long as that same material isn’t requested by another teacher.

➢ In consultation with LLC staff, the borrowing teacher will need to coordinate with the requesting teacher a suitable arrangement for sharing the item.

❖ Procedures for lost or damaged items is described in Section 5 of this handbook.

❖ For insurance purposes, all material copy information must include Sublocation, Vendor and budget and any other pertinent information, such as serial numbers.

7. Textbooks and Novel Studies:

❖ Signed out to each student when possible.

❖ Novel sets in kits are signed out to the teacher and each numbered book is recorded by the teacher, on a sheet of paper, to keep track of which book each student is using.

❖ Procedures for lost or damaged items is described in Section 5 of this handbook.

* For additional information on Library Learning Commons please refer to the BGRD Library Handbook.