



## Ecole Beau Meadow School Library Learning Commons (LLC) Handbook



### 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.



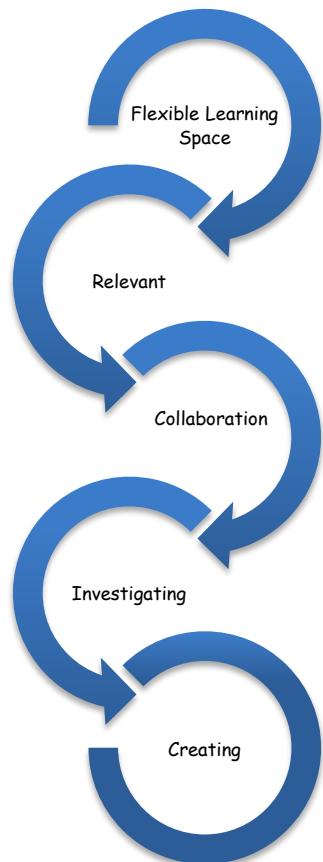
- Kindles: 2-week loan period with maximum of 2 renewals, as long as there are no hold requests.
- Interlibrary loans: as determined by the lending library.
- Overdue items:
  - Not applicable on local resources with the exception of inter-library loans, in which case the staff member is notified.
  - 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.*

