



## **Covenant Christian School LLC Policies and Procedures**

### **Use of Library Learning Commons (LLC) Space**

- The LLC is used Monday through Friday for scheduled Library classes. (See schedule posted at door)
- When no class is scheduled in the LLC, the space can be used by teachers and EA's for pull out with students.
- Under no circumstances should students be in the LLC unsupervised.
- Please remember to leave the LLC in the same condition as you found it.

### **LLC Hours of Operation**

- The LLC is open Monday to Friday 8:30 am-3:15 pm (excluding recess and lunch breaks).
- Tuesdays and Thursdays the LLC will remain open during lunch recess (12:30 pm-1:00 pm) for junior high students to read, play games or participate in other activities under the supervision of the Library Clerk, Mrs. Horvath.
- The collection of eBooks in the Destiny system can be accessed at any time by students and staff.

### **Procedures for accessing the LLC for individual, small group or class projects**

- All classes go to the LLC during a weekly scheduled block for exchange of books and reading.
- Students are encouraged to exchange books at any time the Library Clerk is present even if it is not during their scheduled class time.
- For individual student pull outs the LLC is accessed on a first come, first serve basis.
- The LLC can be booked by a teacher or EA specifically for their students' use, or for makerspace by emailing [gloria.horvath@gshare.blackgold.ca](mailto:gloria.horvath@gshare.blackgold.ca). Any permanent booking will be added to the schedule at the door. (ie: Grade 5 math pull out on Tuesdays at 2:15 pm). All single-use bookings will be written on a whiteboard at the check in desk. (ie: Grade 7 Wax Museum event on Monday, December 12, 2016 from 10:15-10:45 am) on the day the event is scheduled.

## **Borrowing Policies (loan periods, number of items and overdue procedures)**

### Preschool:

- Loan period: 14 days
- Maximum number of items: 1

### Division 1 & 2 (K-Grade 6):

- Loan period: 7 days
- Maximum number of items: 5

### Division 3 (Grade 7-9):

- Loan period: 7 days
- Maximum number of items: 6

### Staff:

- Loan period: 60 days
- Maximum number of items: 100

- Any item overdue by 10 or more days will have an email sent home via the Destiny Library System. Any patron with overdue material will be blocked from checking out any further material until the overdue items have been returned.
- Patrons can renew an item up to a maximum of 2 times.
- Material that is deemed lost or damaged beyond repair will be assessed a replacement fee, the patron will not be allowed to checkout any materials until the fee is collected. The cost will be added to the patrons PowerSchool account.
- All resources are barcoded and circulated using the Destiny Software Program. Destiny has been implemented throughout Black Gold Regional Schools and tracks patron and school materials with great accuracy.

## Teacher Resources and Instructional Materials

- Teacher resources and instructional materials, particularly materials valued over \$500, are to be stored in an area accessible to staff and managed through the Destiny Library System.
- Notices of lost, damaged, renewed or returned material will be distributed at the end of June each school year.
- For insurance purposes, all material copy information must include sublocation, vendor and budget, and any other pertinent information such as serial numbers.

## Text Books and Novel Studies

- All textbooks and novel studies are barcoded and numbered. The teacher and Library Clerk will work together for class distribution as required.
- All students and parents will be required to sign the *Textbook/Novel Study Loan Agreement* each September. It will be returned to the Library Clerk before the student will be allowed to sign out any textbooks or novel studies.
- The agreement outlines the responsibility of the student for his/her assigned textbook. If books are damaged or lost, the cost to repair them or replace them will be assigned to the student and the fee added to their PowerSchool account.