

SKSS Library Learning Commons Policy 2023-2024

School District 73 Vision and Mission Statements

Libraries are at the centre of the educational program. The role of the teacher-librarian in schools is to support 21st century learning. School District #73 provides library services to all students, staff and parents ensuring users have the skills to navigate, access, evaluate and utilize a variety of resources in an information rich society. SD73 Teacher librarians administer comprehensive library collections, encourage literature appreciation and a love for reading, cultivate information literacy skills, foster inquiry and collaborate with teachers to design engaging and meaningful units of study. It is the mission of all school libraries to positively impact student achievement by ensuring students become competent, critical and ethical users of information.

School District #73's school library program provides all students with the skills needed to navigate, access, evaluate, and utilize a variety of resources in an information-rich society. It supports and enriches the curricula by being fully integrated into the instructional program. School library programs develop a love of literature and reading, and teach students to become independent, information literate, lifelong learners.

School District No. 73 (Kamloops/Thompson)
A Framework for School Library Programs in the 21st Century

Library Hours of Operation:

8:00 am - 3:20 pm Monday through Friday*

*The Library Learning Commons *may* be open later if Miss R is working late at the school.

Library Assistant: Mrs. Murphy

Teacher Librarian: Miss Rimmer

Philosophy:

The library learning commons will strive to:

1. Develop learners' capabilities to locate, select, evaluate, process and share information.
2. Encourage the use of multimodal texts and information sources; both print and non-print including books, videos, electronic periodicals and the Internet.
3. Promote and engage in cooperative lesson planning and teaching, including resource-based units of instruction.
4. Provide materials at a variety of levels to accommodate individual differences.
5. Encourage reading both for recreational purposes and course work.
6. Educate students on plagiarism and citation. Teach proper formatting of assignments, works cited pages, and in-text citations according to the style (MLA, APA, Chicago) requested by the classroom teacher.
7. Reflect the culture of SKSS through the appropriate selection of materials and resources.
8. Develop a positive atmosphere, encouraging all members of the school community to use the library.
9. Assist staff and students with the use of technology and web-based learning tools.

Conduct:

Patrons are expected to:

- study, read, or collaborate quietly
- use the library tables for the purposes of work or study during lunch hours. No more than four people per table, to facilitate a working atmosphere.
- use areas with comfortable chairs as quiet individual reading.
- respect others' right to work by not disturbing them
- not eat or drink in the library except as authorized by library staff.
 - water in closed containers is allowed, except around digital devices.
- refrain from using the computers in Lab 2 for gaming, as it interferes with the working atmosphere.
- follow school rules.
- sign out all materials.
- take positive action on library notices.
- keep their work area neat and clean.
- respect and follow the Internet code of conduct.
- seek assistance as needed.
- be respectful of staff and staff requests.

Scheduling:

- Classes or large groups must reserve labs and/or library spaces in advance. Email Mrs. Murphy, or visit the LLC and reserve your time using the bookings binder. All classes must be accompanied by a teacher.
- Small groups and individuals are welcome provided space and supervision is available. Maximum five students sent per class. Teachers please send students with a *filled-out library pass*.
- Maximum four consecutive lab times/labs per teacher. *Teachers may be asked to be flexible with lab times, in order to accommodate equitable access and use.

Library Learning Commons Services:**Teaching**

- Planning and teaching or co-teaching classes and inquiry-based projects/units
- Teaching of plagiarism, referencing and citation, search tips, digital footprint, evaluating sources, information literacy, special topics, etc.

Students

- Provide printing of student assignments
- Assist students in locating and evaluating material
- Assist students and staff in selecting reading material
- Test writing (at teacher request during regular class time or during after school academic intervention)
- Provide supervised study blocks for those approved by administration and/or counselling
- Assistance with technology use
- Assist students with assignments and homework with teacher consultation where appropriate

Resources

- Student Sign Out/Sign In of all classroom textbooks and class novels by Library staff
- Order requested materials for students and staff where feasible

- Location of teacher resources for classroom use
- Maintain curriculum resources
- Provide audiovisual resources to support curriculum
- Maintain current resources
- Sharing of print and non-print resources
- Assist staff in locating and selecting resources
- Used magazines for clipping

Chromebooks

- There are 35 chromebooks available for sign-out from the library.
- Teachers are encouraged to bring classes to the library space to use library chromebooks whenever possible.
- Teachers may sign out chromebooks from the library on a block-by-block basis. Please indicate the required number of devices. Preference will be given to teachers who do not have chromebooks in their classrooms. Devices must be returned at least 10 minutes before the end of class.
- Chromebooks will be signed out under the teacher's name.
- No food or drink is to be consumed near the chromebooks.

Circulation:

- three week loan period for nonfiction and fiction
- overdue notices are sent out via homerooms and student email accounts
- lost or damaged materials to be paid for or replaced

Cooperative Planning:

- Teachers should consult with the teacher-librarian regarding library assignments before they are assigned, preferably in the planning stage as the teacher-librarian is available and willing to be involved in the planning, teaching and assessment of projects/assignments and has knowledge of the school's resources and training in resource-based and inquiry-based learning
- The teacher-librarian is pleased to join departmental collaboration time in order to receive and share information regarding planning and resources
- Available upon request for curricular planning

Selection of Resources:

- It is the policy of the SKSS Library Learning Commons to provide students and staff access to a wide range of instructional materials that will enrich and support the curriculum.
- The selection of materials involves teachers and students. The teacher librarian is responsible for coordinating, recommending, and ultimately purchasing new materials.
- The collection will be kept current through evaluation, purchase and removal.
- Selection will involve appropriateness of the material, (curriculum fit, purpose, importance of subject matter) level of sophistication (readability, appeal and literary value), cost (appropriate to budget) and quality of product.