

WEST HAVEN PUBLIC SCHOOL

LIBRARY/LEARNING COMMONS(LLC) POLICIES AND PROCEDURES

1. Use of LLC space:

- a. The Library/learning Commons is available for use under the supervision of a staff member. Please refer to the schedule.
- b. The day to day operation of the Library Learning Commons is managed by the Library Clerk under the supervision and direction of the school principal.

2. LLC hours of operation:

- | | | |
|--|-------------------------|-----------------------------|
| a. <u>Monday - Friday</u> | 8:40 a.m. - 12:00 p.m. | - General Use |
| | 12:00 p.m. - 12:40 p.m. | - Junior High Drop In |
| | | - Individual Book Exchange |
| | 1:00 p.m. - 3:15 p.m. | - Scheduled Library Classes |
| <u>Monday - Thursday</u>
(Except Early Dismissal) | 3:15 p.m. - 4:15 p.m. | - Learning Lab |
| | | - Grade 4-8 Drop In |

- b. 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:

- a. Most classes go to the LLC weekly for a book exchange, but students are also able to exchange books at lunchtime. A schedule is shared with staff. Students and families are notified of the weekly library time. Individual classes can reserve the Learning Commons in advance when the space is not being using for regularly schedule activities.
- b. Special user groups may also contact the Administration/Library Clerk to book the LLC.

4. Borrowing policies (loan periods, number of items, overdue procedures):

- a. Books, videos and other material can be borrowed for one week. At present, the limit is two books (or other materials) at a time (not including textbooks and novel studies) but students needing books for school projects may take more.
- b. **All** resources are barcoded and circulated using the management software Destiny. Destiny has been implemented throughout Black Gold Regional Schools and tracks patron and school materials with great accuracy.

5. Teacher Resources and instructional materials:

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

6. **Text Books and Novel Studies:** Students/classes are assigned textbooks and novels (teacher's record numbers of those books assigned to each child). It is the responsibility of the student to care for his/her assigned books. If books are damaged or lost, the cost to repair them or replace them will be assessed to the student. If the original book is found and returned, the replacement cost is refunded.

BGRD Administrative Procedure 251

CHALLENGE TO LEARNING MATERIALS

Background

Employees, students or parents may challenge the appropriateness of curriculum and instructional materials being used in the schools used in Division schools.

Procedures

1. The Division is responsible for the selection of materials purchased with public funds, other than those recommended by Alberta Education.
2. The decision to sustain a challenge will not necessarily be interpreted as a judgment of irresponsibility on the part of the professionals involved in the original selection and/or use of learning resources materials.
3. The basic principles of the freedom to read, listen and view will be defended.
4. No parents have the right to determine reading, viewing, or listening matter for students other than for their own children.
5. Access to challenged material will not be restricted during the reconsideration process.
6. The major criterion for the final decision will be the appropriateness of the material for its intended use.
7. Upon receiving a complaint concerning a learning resource, there are three (3) stages in dealing with the challenge: Informal, Formal, and Appeal. A satisfactory resolution of the complaint may occur at any point in the process. The item in question will remain in circulation until a decision is reached.
8. Informal Reconsideration
8.1 If a complaint is made, an attempt is to be made to resolve the matter informally at the school level.
8.2 The Principal or designate will:
8.2.1 Listen to the nature of the challenge.
8.2.2 Explain the guiding principles involved in the selection of learning resources and the manner in which the learning resource in question is utilized in the school; or
8.2.3 The Principal may form a committee of the Principal or designate, teacher/teacher-librarian and a parent from the community to reach a decision on the resource.

8.2.4 The Principal or designate will discuss the decision with the parent.

8.3 An individual parent may submit a written request to the Principal to restrict access to his/her child of a given learning resource.

8.4 If unresolved at this stage, proceed to Formal Reconsideration.

9. Formal Reconsideration 9.1 The complainant may pursue a formal reconsideration, by completing a Request for Reconsideration of a Learning Resource Form and forwarding it to the Principal.

9.2 The Principal will forward copies of the completed Request for Reconsideration of Learning Resources Form to the Associate Superintendent - Learning Services.

9.3 The request for reconsideration will be referred to a Reconsideration Committee composed of:

9.3.1 The Associate Superintendent - Learning Services,

9.3.2 The Principal,

9.3.3 The Division teacher-librarian or school library staff,

9.3.4 One (1) parent or member of the community chosen by the Principal,

9.3.5 Student representation at the discretion of the Principal.

9.4 The reconsideration Committee will examine the challenged learning resource based upon the information included in the Reconsideration of Learning Resources Form 9.4.1 Reconsideration of Learning Resources Form

9.5 The Reconsideration Committee will: 9.5.1 Be allowed time to meet and review to complaint, the item in question, critical reviews of the resource, and any other pertinent information.

9.5.2 When appropriate, discuss the challenged item with the individual complainant to clarify the basis of the challenge.

9.5.3 Form opinions based on the material as a whole rather than on words, passages, or sections taken out of context.

9.5.4 Reach a decision.

9.5.5 Inform the complainant of the Committee's decision.

10. Appeal 10.1 The complainant may appeal any decision of the Reconsideration Committee directly to the Superintendent.

Reference: Section 18, 20, 39, 60, 61, 113 School Act

Guide to Education ECS to Grade 12

Form: Request for Reconsideration of a Learning Resource