



Administrative Procedure 250

SCHOOL LIBRARY / LEARNING COMMONS

Background

The District recognizes the educational value of the school library/learning commons centre in each school.

Essential to the success of the school library/learning commons program is a recognition that support is necessary in a number of key areas at both the school and District level.

Procedures

1. Personnel

- 1.1 Staff in the form of a trained teacher-librarian and clerical-secretarial support are to be available to all schools. In addition, volunteers from the school and community provide a valuable service and are welcomed.

2. Scheduling

- 2.1 The school library/learning commons centre is to be flexibly scheduled so as to be accessible to students and teachers throughout the day. Booking will be based on need and on supporting cooperatively planned curriculum units that have been developed by the teacher-librarian and classroom teachers.

3. Resources

- 3.1 In order to provide students with opportunities to develop research strategies and information processing skills, they are to have access to a wide range of learning resources and information technology.
- 3.2 Individual learning resources (non-textbook material) which are to be available to the entire school body are, where possible, to be accessible through the school library/learning commons centre and be of sufficient quantity, currency and scope to support individual needs of the learners. Information technology is to be current and reflect and expand upon that which would be used in business and in the community.

4. School Library/Learning Commons Facilities

- 4.1 The school library/learning commons centre is to be of a size to provide functional and flexible space for a number of student activities including full class instruction, small group instruction, independent study, reading/viewing/listening space.

- 4.2 Space is also to be available for learning resource administrative tasks and for producing and storing materials.
- 4.3 An area for consulting with teachers when involved in cooperative planning is desirable.

5. District Level Support

- 5.1 The District will provide schools with instructional materials, equipment and technical support based on cost and demand.
- 5.2 The Director, Instructional Services provides leadership and support for school library/learning commons programs through the development of procedures, in-service, consultation and advocacy for school library/learning commons programs.
- 5.3 District administrators will demonstrate support through procedures development and budget formulation which recognize the importance of school library/learning commons programs.

Reference: Sections 7, 8, 17, 20, 22, 65, 85 School Act
Evaluating, Selecting, and Managing Learning Resources: A Guide (2002)

Adopted: November 17, 2020