

Elsie J. Hrycun Library

Thorhild Central School

Our Policies

Hours of Operation 2017-2018

Tuesday to Thursday

8:30 AM to 3:30 PM

Supervised access only on Monday & Friday

Loan Periods and Renewals

All books (except textbooks) are circulated for a set loan period dependent on student grade level. Students are permitted to check out a maximum of three books from the circulating collection at any one time. Included in this limit is your Accelerated Reader book as directed by your teacher.

Loan periods:

- Kindergarten to Grade 6: 1 week
- Grades 7, 8, and 9: 2 weeks
- Grades 10, 11, and 12 3 weeks

The library does not charge fines for overdue books, however, ***students with overdue books will not be permitted to sign out any other books until their overdue material has been returned.*** Students are responsible for cost replacement of any lost or irreparably damaged library material.

Renewals are completed at the circulation desk in the library. ***You may renew a book once if no one has put a prior reserve on it.*** You do not have to have the item with you in order to renew it. Items may not be renewed if another patron has placed a reserve on the item you have signed out. That item must be returned to the library as soon as possible.

Lunch Box Café tab privileges may be suspended for Grade 7-12 students with items overdue by more than 5 days.

Textbooks are due back at the end of each semester for Grades 9 - 12 and at the end of June for all other grades. Novel studies are due back at the end of the unit.

Food and Beverages

Food and beverages are not permitted in the Library.

Use of the Library

The library space is primarily for collaboration and quiet study and students should respect the needs of anyone who requires a quiet area to work.

Library Computer Use

The computers in the library are for the use of students and staff of T.C.S. Priority use of computers is as follows:

- Classes that have been booked by teachers to use the computers
- Individuals sent by teachers to complete assignments or AR quizzes
- Individuals completing assignments during their spares

If there are still computers available after these priorities are met, students may use computers for individual purposes as long as they do not infringe on Aspen View Schools Technology Code of Conduct. Students should be aware that all work done on school computers can be monitored by teachers and Aspen View Technical Services. Here are some basic rules that must be followed while using technology in the library:

- There is **no gaming permitted** on school computers in the library. This includes during spares and break times.
- You may not use a proxy server or any other technique to jump over the district's firewall and access websites that are restricted by Aspen View Public Schools.

Violation of these rules can result in a loss of privileges for using the library computers and a referral to administration.

Personally Owned Devices

Students are encouraged to bring their own personal devices (iPod, iPad, Laptop, Netbook, etc.) to school to access the school wireless which is available in the library. Students are reminded that they may not disturb others, so bringing their own earbuds or earphones is a must.

Cellphone use is not permitted in the library. Responsible use of cellphones will be permitted in the **hallways and cafeteria** during designated times only: before school, during breaks, and after school.

Selection and Use of Resources

In order to maintain a high standard of resources, the librarian will work with the school staff and students to provide access to professionally reviewed resources. Selection of resources will be done through:

- A qualitative and quantitative evaluation of the library to identify areas of need and development.
- Professional recommendations by teachers and subject area consultants from Aspen View Public Schools.
- Teacher requests.
- Student requests.
- Parent requests.
- Professional library periodicals.

- Inclusion of Canadian content which fosters Canadian identity and ownership.

Financing for resources will be provided through the school budget and advocacy of other financial resources. In keeping our library vibrant and relevant, 'weeding' or 'evergreening' of materials will also take place. Resources will be removed from our collection when they are deemed to meet one or more of the following criteria:

- Appear worn and damaged so that they are no longer readable, attractive or usable.
- Demonstrates itself to contain inaccurate information.
- Displays discrimination towards any one culture, race, or disability.
- When materials are out of date and therefore misleading or irrelevant.
- Changes in curriculum which bring about approval/removal of core resources by Alberta Education

Gifts to the library are gratefully accepted. All donations will be accepted, however, only on the condition that the donor agrees that the librarian and/or administration may choose how or if to use the gift.

Challenged material will be handled according to the following guidelines:

- Any parent/guardian may challenge the availability of a particular library resource to their child.
- No parents/guardians have the right to determine resources for students other than for their own child.
- Although it is the library resource that is challenged, the right of freedom to read, view, and listen shall be defended.
- Use of the challenged material shall not be restricted during the reconsideration process.
- The major criterion for the final decision shall be the appropriateness of the material for its intended use.
- Persons wishing to challenge material in the library will be asked to complete a *Request for Reconsideration of a Library Resource* (available from the Librarian)

Technology is used in the library to facilitate access to reliable and accurate information, expertise and learning. The library strives to provide:

- Use of the Learn Alberta resources which support the curriculum.
- Use of the Learn Alberta Online Reference Centre encyclopedias and databases.
- Access to Google Apps for Education
- Professionally reviewed and evaluated web sites on the school website.
- Software which supports the curriculum and district school programs.
- Access for all T.C.S. students to e-resources through the Northern Lights Library System
- Web 2.0 technologies which foster communication and collaboration.