

## Library FAQs

When is the library open?

Monday-Friday from 8:30-11:50

How many books am I allowed to take out?

You may have a total of three books signed out at one time, over and above any textbooks you currently have signed out. This includes a leveled reading book (or books) as directed by your teacher.

How long is the lending period?

Loan periods are as follows:

- \*Kindergarten to Grade 6            1 week
- \*Grade 7-9                                2 weeks
- \*Grade 10-12                            3 weeks

Can I renew a book?

Yes, you may renew a book one time if no one else has put a reserve on it. You do not have to have the book with you to renew it. After one renewal period, you must bring the book back to the library.

Can I place a hold on a book that is currently out?

Yes, you can reserve a book-Please check at the circulation desk.

Can I borrow a book if I have books overdue?

No, if you have overdue books or textbooks, you will not be allowed to check out any books from the circulating collection until your overdue material is returned.

How do I know if I have an overdue book?

Overdue lists are emailed to the homeroom teachers every two weeks (Kindergarten-Grade 8). Overdue lists for Grades 9-12 are posted in the library. Please check them on a regular basis and renew or return your books.

Please supply the library or TCS office with a current email address (parent or guardian email). You will then receive overdue notices by email on a bi-weekly basis.

Patrons with chronically overdue accounts will be reported to administration.

What happens if I lose a book?

Patrons must pay cost replacement value of any lost book. This also applies if the book is damaged beyond repair. You will be reimbursed if the lost book is found and returned to the library and is in good condition.

May I bring food or drinks into the library?

Food and beverages are not allowed in the library. Please “park” any drink bottles on the ledge above the circulation desk when you enter and pick them up on your way out.

Do I have to stay totally silent?

No, but you are expected to work quietly and respect other’s needs for a quiet study/work area.

What are the computers in the library used for?

The computers in the library are for the use of students and staff of TCS. 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

- \*Individuals completing assignments during their spares

Can I play games on the library computers?

There is no gaming permitted on school computers in the library. This includes during spares and break times. Exceptions to this directive will be at the express discretion of your teacher and/or the librarian.

Other Library Information:

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.

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 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 for other financial resources. In keeping our library vibrant and relevant, “weeding” 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.
- \*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 websites on the school website
- \*Software which supports the curriculum and district school programs
- \*Access for all TCS students to e-resources through the Northern Lights Library System
- \*Web 2.0 technologies which foster communication and collaboration.