ECOLE CORINTHIA PARK SCHOOL
LIBRARY LEARNING COMMONS PROCEDURES

1. Use of LLC Space: The LLC is used for weekly library classes for Kindergarten - Grade 6, as well as one Educational Assistants (EA) one-on-one or group work, at a time.

2. LLC Hours of Operation: The LLC is open from 8:30-3:30
(The Library schedule consists of 10 periods, 30 minute periods per day)

3. Procedures for when visiting the library:
Students are encouraged to observe library rules with respect by providing a quiet tone for the enjoyment of all. Students can sign their books out with the librarian.

4. Borrowing policies (loan period, number of items, overdue procedures).
(a) The Destiny Library software program has been implemented by BGSD to track all resources/equipment with the school. All library books/textbooks are barcoded and tracked with this program.
(b) Students are allowed two library checkouts per week (not including textbooks or novel studies). Sign out period is set for a two week period.
Overdue policy: Overdue emails are sent to parent/guardian emails after the two week check-out period. After four weeks, the material is considered lost. The title is then marked as lost in the student's destiny account and the replacement cost is added to the student's powerschool account.
(c) There are over 12,000 titles available for checkout. Students have a variety of genres to choose from: Sports, Fantasy, Horror, Canadian Authors, Animal and Graphic Novels, Leveled Readers as well as High Interest/Low Vocab and Nonfiction titles.
(d) Damaged Library Books Email is forwarded to parent/guardian regarding damage and amount of replacement cost. Book is marked as damaged and removed from the student's destiny account. Replacement cost is then added to the student's powerschool account.

5. Teacher Resources and instructional materials:
 Teacher resources, math and language manipulatives are stored in a central location that can be accessed by all staff. Staff is required to sign out all resources using the Destiny program; items must be returned by the end of the year. Resources and manipulatives are barcoded and tracked through the Destiny Program. Reports are generated at year end to collect all resources signed out for the year. For insurance purposes, materials and equipment must indicate sublocation, vendor and budget, as well as serial numbers for equipment.