

Caledonia Park School
Learning Commons Procedures and Protocols

LLC Team

- **Werner Fisher, Principal**
- **Bonnie Wurban, Librarian/Learning Commons Facilitator**
- **Kennedy Ramirez, Elementary Teacher**
- **Cassie Peter, Jr. High Teacher**

1. Use of LLC Space:

The LLC is used for weekly library classes for Kindergarten - Junior High, 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 8:23a.m. to 2:50p.m. (The Library schedule consists of eight, 40 minute periods per day, for a total of 40 available periods per week.) 25 periods scheduled for classes; remaining 15 periods are available for one-on-one EA/teacher assistance.

3. Procedures for accessing the LLC for individual, small group or class Projects.

In following the already established Covid protocols, only one class at a time can access the LLC for projects, or group work. Classes have been assigned by administration at the beginning of the year. The library schedule is posted at both entrances to the library. There is a classroom situated within the library, as well as an EA resource room that is occupied during all library classes. When visiting the library, students are encouraged to observe these classrooms with respect by providing a quiet tone for the enjoyment of all. Students can either sign their books out with the librarian or use the self-checkout station located in the library.

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: *Automatic overdue emails are sent to student and 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, as well as over 1,700 ebook and 450 audio titles. 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.

6. *Text Book/Novel Studies*

- (a) Elementary: students are assigned textbooks and novel studies using the Destiny program. Junior High students are assigned novel studies and textbooks (if requested) using the Destiny program.*
- (b) All lost or damaged novel studies or textbook replacement costs will be charged to the students' powerschool account.*
- (c) If a novel study or textbook is returned in good condition, the replacement cost will be credited to the student's powerschool account.*