

# *Christ the Teacher Catholic Schools*

## ADMINISTRATIVE PROCEDURES

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|-----------------------|----------------------------------|----------------------|--------|
|                       | 200 – INSTRUCTIONAL PROGRAMS &   | <b>CODE:</b>         | AP 250 |
| <b>SECTION:</b>       | MATERIALS                        |                      |        |
| <b>PROCEDURE:</b>     | <b>LEARNING RESOURCE CENTERS</b> |                      |        |
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### UNDER DEVELOPMENT

#### BACKGROUND

The school learning resource center is an integral part of the school program where students gain access to a wide variety of learning resources which complement and enrich the curriculum, broaden individual outlooks and support lifelong learning.

#### PROCEDURES

1. An integrated school learning resource center program should be directed by trained personnel and should endeavour to provide a range of learning resources in a variety of formats at all appropriate levels for the students in the jurisdiction.
2. Adequate facilities, an extensive range of materials and equipment, and media services for the use of teachers and students should be provided.
3. The school staff, under the leadership of the principal, shall:
  - 3.1 Identify, on a regular basis, the goals and objectives of the learning resource center program. These goals and objectives should be stated in terms of expectations for student achievement.
  - 3.2 Identify the resources available to meet stated goals and objectives and any additional resources which will have to be acquired to meet program and student needs.
  - 3.3 Plan teaching/learning strategies for the utilization of identified learning resources.
  - 3.4 Plan curriculum-correlated activities and assignments which will give students ample opportunity to develop and master those learning resource center skills appropriate to their ability and maturity levels.
  - 3.5 Provide instruction and learning resource center skills, preferably as these skills are required, to meet student needs or curriculum goals and objectives.
  - 3.6 Provide meaningful opportunities for students to develop the ability to gain information from a variety of information sources and communicate to others through a variety of technology sources.
  - 3.7 Provide instruction in communication skills and, where appropriate, multimedia production techniques.
  - 3.8 Provide meaningful opportunities for students to develop critical thinking skills.
  - 3.9 Develop student interest in reading, viewing and listening.

- 3.10 Develop an adequate budget for needed materials, supplies, equipment and services based on identified learning resource center goals and objectives.
- 3.11 Strive to ensure sufficient and competent trained staff, and budget to maintain and improve the school learning resource center services.
- 3.12 Provide for periodic review and evaluation of the school learning resource center program in accordance with the school business plan.

#### 4. Discarding Materials

- 4.1 Materials that have been badly damaged or “read to pieces” should be discarded as the need arises. Appropriate records should be kept to allow purchase of a new copy or a suitable substitute if the material is judged to be of sufficient value, interest and/or quality to warrant the cost.
- 4.2 Weeding should usually take place yearly during the inventory in June or on a continual basis. Out-of-date material should be removed from the shelves in favour of more current information so that students and teachers will be able to locate relevant data in their subject area.
- 4.3 Specific weeding procedures are available in several publications including one entitled *Weeding the School Learning resource center Collection* (Calgary Board of Education).

#### 5. Procedures for Computer Software

- 5.1 Computer software is a learning resource and it is recommended that it be catalogued by the school learning resource center staff following standard cataloguing procedures. An alternate method is to compile and publish a listing of all computer software resources purchased by the school, to be updated as required.
- 5.2 Decisions regarding the storage of computer software will be made in each school after consultation among the learning resource center technician/clerk, principal and teachers.
- 5.3 Teachers and students will be expected to respect copyright and licensing agreements on computer software.

Reference:

Cross-Reference: Administrative Procedure 271 – Learning Resources Challenges