

LRC Borrowing Guidelines

In fairness to all teachers, please:

Book only the number of items that you are able to use, and keep track of. At no time should there be more than 60 items reserved on your account. When you start using some of the items in the fall, and return them, you may book some new items, up to the 60 item limit. If you book more than 60 items, then the LRC booking clerks will have to choose which items to delete. It is best if you decide which items are the most important to you, by staying within the limits.

Do not book the same resource for more than one period during the school year. Once you have used a resource and returned it, then you may book it again. If you book the same kit for two or three separate booking periods, then the LRC booking clerks will have to choose which booking periods to delete. It is best if you choose what period you really need the item for. If you find you would like to have an LRC resource year round in your classroom, then talk with your building administrator about the possibility of purchasing it for your school. The LRC's main role is a lending library to make resources available to as many patrons as possible.

If you wish to extend the loan period for an item, and the system will not allow you to do this, please do not rebook it. Contact Deb Lovett at the LRC and she will extend the loan period, if possible.

Let the LRC know if you try to book an item and find that it has already been completely booked for the year. We will look into purchasing a second or third copy.

Know your school's delivery day. If your school receives LRC deliveries on Tuesday, select Tuesday as the first day that you would like your materials to arrive. The LRC clerks will pull them from the shelves the day before.

Make sure you put your LRC materials in the hallway for pick up the day before your delivery day. If you miss the time that the delivery people pick up, then the resources will stay in the hallway and the next teacher waiting will lose a week of their booking time. If an item is returned more than a week or two late, then the system may cancel the booking of the person after you who is waiting to receive it. This is very discouraging to teachers who booked these materials well in advance and were counting on them.

If kits are returned with items missing, they sit in the LRC office until they are received, or the LRC is able to replace them. This is another reason why teachers who booked kits and are planning on them coming on a specific date, may not get them at all. As of June 12, 2017, the photo below shows the number of kits missing items, and as such have had to have been taken out of circulation.

Make sure you click save after selecting your booking dates in the calendars. Sometimes an error message pops up saying your booking is unavailable for the dates chosen. If this happens, go back into your booking and go into the calendar and pick an end date that matches your delivery day. For example, if your delivery day is Tuesday, make the return day a Tuesday date as well. To double check that your booking has been accepted, you can click on the "My info" tab on your account.

If you require help, please call or email Deb Lovett at the LRC booking desk: (250) 338-7926 ext. 221, or deb.lovett@sd71.bc.ca

Please do all you can to make the system work for everyone. Thanks!