

Navigate

Navigate Home Instructors:

If your child is registered full-time with one of School District 71's Navigate Distributed Learning programs, and you live locally and are able to pick up and drop off LRC resources at either the LRC, or the Navigate campus, you are eligible to borrow LRC resources. Our system only runs smoothly, and fairly, when all participants are respectful of the how their borrowing habits affect other users. To ensure this, please read the following expectations carefully:

All requests made on-line by classroom teachers or Home Instructors to borrow LRC resources, need to be approved online by the LRC Library Clerks, who work the booking desk. In order to ensure the approval of the greatest number of resources you would like to use, please read the criteria below:

LRC resources are to support the curriculum that your child is studying, that you develop in collaboration with your Navigate teacher. When one of the LRC Library Clerks looks at approving your requests, they compare them to the grade that your child is in. This information pops up as it is added when your LRC account is created. Resources that are appropriate for the grade your child is in will be approved. LRC resources targeted for much young or older students, will not be approved unless your child's Navigate Teacher asks us to.

In the fall, you will meet with your child's Navigate Teacher to discuss your child's individual learning plan. After this you will have a good idea of what subjects and topics you will be teaching and when. If you wish to make reservations for materials several months in advance, please ensure that your learning plan is in place so that you know when you will need the resources. Some resources, such as literacy resources, however, you know already that you will need throughout the year.

The LRC has resources that were designed specifically for a whole class of 24 or 30 students to use, as well as resources that were designed for smaller groups or individuals. How will you know which is which? When you click on a record for a resource, look to see if there are two or more copies of each book title in a kit, or enough supplies for several students to do an experiment, or enough objects for a whole class to use. These types of resources are for classroom teachers only to book (including your child's Navigate teacher.) If in doubt, feel free to call. The LRC started a **Resource List** for Navigate Parents, that you can access by logging into **SD71 Other Sites** (your school) off the district home page, clicking on **Catalog**, then **Resource Lists**, then scrolling to the bottom. Not all single student use or small group resources

are listed, but we will work on adding existing, as well as new resources, next year. In the meantime, use the list, as well as do general searches of the entire collection, to make sure you aren't missing any good resources that might be appropriate for individual/small group use.

Please limit the number of resources that you have booked at any one time to 20. When you return 2 or 3 resources you may book 2 or 3 more. If you go over this limit the LRC Library Clerks will determine which requests to deny, and it is better if you decide which resources you really need to support your curriculum.

Please book a resource one time only, instead of for two or three different times during the year. Once you have used the resource and returned it, you may book it again. If you need some resources all year long in your home then this would be a discussion to have with your Navigate teacher, as the LRC resources are for borrowing for limited time periods only, to ensure the greatest access to all. This applies to classroom teachers as well.

Like teachers, if you have overdue materials, the new materials that you have requested will not be delivered, or you will not be allowed to take them, until you have returned the overdue ones. This is because when you return materials late, the person who has booked them directly after you, will not receive them, as there is often not enough time for this person to use them, when they are returned. So, that person's turn is skipped, in order to prevent a cascade of booking dates being pushed back until the people at the end of the year get bumped.

If kits are returned with items missing and cannot go out to the next person, then your future bookings will be held until the missing items are returned and the kits are complete to go out to the next borrower, minus the person following your booking who will most likely have missed their turn.

If there are kits that you feel would be beneficial to support your child's learning, that we do not already have, or are "whole class" kits that you would like to see scaled down, please share this information with your child's Navigate teacher, and he/she will convey this information to me.

Note: Your child will also have access to SD 71 Other Sites and the wonderful digital content there, through their own account. They will not have access, however, to LRC bookings.