

LRC Borrowing Guidelines for Teachers

In fairness to all LRC patrons (Strong Start to Grade 7 teachers), please:

Book only the number of items that you will have the time to use and keep track of. The maximum number of bookings at any one time is 60. This means that at no time should there be more than 60 LRC items reserved on your account, which display when you log into your school library and click on **My Info**. If you book 60 items on the first day that LRC bookings open, usually in late August or early September, 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 on opening day, or at any time exceed 60 during the school year, then the LRC circulation clerks will have to choose which items to delete from your requests. It is best if you decide which items are the most important to you, by staying within the limits. If there are too many items booked beyond the 60 item limit, the only way for the LRC circulation clerks to reduce the bookings is to delete them all. The software program does not count the items for you, so you will need to do this yourself by looking at the screens in **My Info** and counting them.

Do not book the same item more than once during the school year. Once you have used an item and returned it, however, then you may book it again. If you book the same item for two or three separate booking periods, then the LRC circulation clerks will have to choose which bookings 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 or Teacher-Librarian 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 the LRC Circulation staff via phone (250 338-7926) or via email by typing "LRC Circulation Desk" in the **To:** section. All three LRC library clerks receive emails sent to this new "email group" and the appropriate clerk will respond accordingly.

Let Joan Pearce, LRC Teacher-Librarian, know if you try to book an item and find that it has already been completely booked for the year. She will look into purchasing/making 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 library 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 do the pick-up, which is often early in the morning, then the resources will sit in the hallway for a week and the next teacher waiting will lose a week of his/her 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 arriving on time.

If kits are returned with too many items missing, they sit in the LRC office until the missing items are returned, 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 get them late or not at all.

If kits are returned late or missing many items by a teacher, then all future bookings for that teacher will be put "on hold" until the kits/items are returned.

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, click on the "My info" tab on your account. Often an error message is given yet the item has actually been booked. If this is the case, you will see the item listed under "My Info" with "holding" beside it. "Holding" simply means that the item is being held for you for the dates you indicated.

If you require help, please call the LRC Circulation Desk at (250) 338-7926 ext. 221, or email "LRC Circulation Desk."

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