

[LRC Orientation Workshop](#)

August 30, 2022 (1:00 to 3:00)

Below is the agenda for the workshop with links to the websites, tip sheets etc. that I will be going over. Please feel free to participate in the activities that are a priority for you and to substitute activities to make optimal use of your time, i.e., if you know how to search the LRC online then during that section of the workshop feel free to browse the LRC collection looking for resources that you would like to book on August 31 starting at 3:30.

Bring a device to take photos of kits on the shelves that interest you as this is the only time during the year that all kits are in. You can also use the device to add kits directly to your personal Resource Lists that you will have the opportunity to make while at the workshop.

[Snacks and Freebies](#)

We will start at 1:00 sharp, but feel free to come earlier for snacks, select “freebies” etc.

[Welcome](#)

Housekeeping, introduce participants etc.

[Where all the district curriculum support is found \(Learn71.ca\):](#) <https://learn71.ca/>

[The LRC Section of learn71:](#) <https://learn71.ca/learning-resource-centre-lrc/>

HOME COMOX VALLEY SCHOOLS

Learning Resource Centre (LRC)

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- LRC Coding Kits

- LRC News
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[Direct Link to Searching/Booking, Creating Resource Lists etc.](#)

Searching the LRC and Booking Materials: [Detailed Instructions](#) or [Quick Tips](#)

[Tips for Searching for and Borrowing Novel Sets](#)

[LRC Science Supplies Request Form](#)

Creating Resource Lists for Library/LRC Resources You Use Regularly: [Detailed Instructions](#) or [Quick Tips](#)

[Quick Tour of the LRC/Print Shop/Laminator and Die-Cut Room](#)

If you are already familiar with the LRC, please feel free to spend time in the Collection looking for resources you would like to book.

[Hands-on Practice Searching and Creating Resource Lists](#)

I will be available in the meeting room to help with this. If you are familiar with these and would like to browse the Collection instead, feel free to do so.

[Individual Help Finding Specific Resources](#)

Once everyone's questions have been answered in regards to searching, booking and creating Resource Lists, I will help people find specific resources on the shelves.

[LRC Contact Information](#)

For all inquiries related to booking LRC resources, your account etc., email the "[LRC Circulation Desk](#)" as this is the shared email for all three LRC Library Clerks. The LRC general number is 250 338-7926. The extensions for specific individuals are listed below.

LRC Circulation Desk

Helena Kelland (Mon, Tues, Wed)
Jana Allingham (Thurs, Fri)

12951

LRC Elementary Science Kits

Starsa Auchterlonie

12953

District Elementary Teacher Librarian Joan Pearce (Monday to Thursday)	12952
LRC French Teacher Librarian Lila Armstrong (Friday – other days via email)	12931
Print Shop Teri Ingram	12970 12971
Lenore Lowe	12972
Administrative Assistant Heather Mercier	12900

LRC Hours

Monday to Friday, 8:00 to 4:30. Feel free to drop in during these hours to browse the collection and sign out kits if they are not already booked to go to a teacher.