

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 how their borrowing habits affect other users. To ensure this, please read the following expectations carefully:

All requests made by the Distributed Learning classroom teachers, or Home Instructors, to borrow LRC resources, need to be approved online by the LRC Library Clerks, who work the circulation desk. In order to ensure the approval of the greatest number of resources you would like to borrow and 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 will compare them to the grade level 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 younger or older students, however, 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, you may already know when you will need them throughout the year.

The LRC has many resources that were designed specifically for a whole class of 24 to 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 numerous 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 contact the LRC. To help you to identify resources that are appropriate for Home Instructors to borrow, the LRC created a **Resource List**, that you can access by going to the Comox Valley

School District website, scrolling down to **Resources** and clicking on it, then clicking on **Destiny Library Search**. Once in Destiny, click on **Catalog**, then **Resource Lists**. Then scroll down to the bottom to find the Navigate Home Instructor list.

Please limit the number of resources that you have booked at any one time to 20. You will have to count the number of items yourself. 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 a 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 receive them late or not at all.

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.

LRC Circulation Desk: 250-338-7926 ext. 12101

Email: lrc.circulationdesk@sd71.bc.ca