Navigate Home Instructors:

If your child is registered full-time with one of School District 71's Navigate Distributed Learning programs, and <u>you live locally and are able to pick up and drop off LRC</u> 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.

LRC resources are to support the curriculum that your child is studying, that you develop in collaboration with your Navigate teacher. After you make a request online, your request will say, "Pending." The day before the item requested is to go out, the LRC Library Clerks will approve, or not approve, the request. They will approve requests that are in line with the information provided to the LRC by your teacher/Teacher Librarian, i.e., your child's grade, special information etc.

In the fall, you 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 LRC reservations for materials several months in advance, you are welcome to do so. 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? To help you to identify smaller kits/resources that are appropriate for Home Instructors to borrow, the LRC created an online Resource List entitled, "LRC Nides Parents", that you can access by logging into your school library in Destiny, then clicking on *Catalog*, then *Resource Lists*, then scrolling down to the bottom to find the list. Note that your child's teacher has access to the larger, whole class kits, so your child has access to them as well. Your teacher/Teacher-Librarian can show you how to find the list and book.

Please limit the number of resources that you have booked at any one time to 10. You will have to count the number of items yourself. When you return a resource, it disappears off your booking requests list and you may book a new resource bringing your total back to 10. If the LRC Library Clerks see more than 10 requests on your account at any one time, they will determine which requests to deny. It is better if you keep track yourself to ensure the most important resources to you are approved.

Please book a resource one time only during the year, instead of two or three different times during the year. 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. Check with your teacher or Teacher-Librarian if Nides (Tsolum Campus) has developed a collection of local resources that you are able to borrow, either through your child's classroom or a shared special collection. When it was necessary to weed the LRC collection two years ago, over 100 smaller kits were sent to the Tsolum Campus. They might be available to borrow through classrooms or a site collection?

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 miss their turn.

Note: Your child also has access to SD71 Other Sites and the wonderful digital content there, through their own account. They will not have access, however, to LRC bookings.

Your site-based Teacher-Librarian, Sarah Coull, is the one to reach out to if you need help with searching and booking. Tip sheets have been posted to the LRC section of learn71 which you may also find helpful:

https://learn71.ca/follett-destiny-library/

If you have questions about a specific booking, then call or email the LRC Library Clerks at:

LRC Circulation Desk: 250-338-7926 ext. 12101 Email: lrc.circulationdesk@sd71.bc.ca