


LRC Borrowing Guidelines for Teachers 2024-2025

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 listed on your account, which display when you log into your school library and click on "My Info." You will need to count the items listed you have out as well as what is on hold. If you book 60 items on the first day that LRC bookings open, once you start using and returning them, you may book new items, to once again bring your limit up to 60. If you book more than 60 items on opening day, or at any time exceed 60 during the school year, the LRC Library Clerks will contact you and give you a day to delete excess titles in order to make them available to others.

New for 2024-2025:  **The combined number of "Invitation to Play" kits and "Play Enhancement" kits that you may have on your account at any one time is 15.** The "My Info" tab in your library/LRC account lists the kits you either have out or have a hold on. When you return an "Invitation to Play" kit, or a "Play Enhancement" kit, you may book another one. The second week in September I will go through the calendars of each kit and let you know which ones are still available and when as the Destiny software doesn't allow you to search by availability.

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 your account shows the same item has been booked for two or three separate booking periods, the LRC circulation clerks will delete the later bookings. 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. The exceptions to this are the **PM and JILLE levelled reader collections**, as different students will move through the various levels at different times during the year and we have a large collection of them that are not often fully utilized.

If you wish to extend the loan period for an item, go into your Destiny account and click on "My Info." Scroll down your media bookings and find the item. Click on "Extend" to the right side of the screen beside the item. The booking calendars will appear letting you know if there is more availability on the item or not. If there looks like there is availability but the system will not allow you to do this, please do not rebook it. Contact the LRC Circulation staff via phone (250 338-7926 ext. 12951) or via email by typing "LRC Circulation Desk" in the To: section. Both LRC Library Clerks receive emails sent to this "email group" and the appropriate clerk will respond accordingly.

Email me if you try to book an item and find that it has already been completely booked for the entire year. I will look into purchasing/making a second or third copy. Note that during the

summer the calendars for all LRC resources will appear red (fully booked) up until the official opening day and opening time stated. **If you need a kit or novel set for a particular time, be sure to book it first.**

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 and the day for them to be returned. The LRC Library Clerks will pull kits from the shelves the day before your delivery day. Your school and its delivery date display under the booking calendars.

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 before you arrive, the resources will sit in the hallway for a week and the next teacher waiting for them will lose a week of his/her booking time. If an item is returned more than a week or two late, 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 overdue, then all future bookings for that teacher will be put "on hold" until the kits/items are returned. If not enough time is left for the kits to be used effectively or get back for the next borrower, the bookings will be cancelled.

Booking Error messages: Make sure you click Save after selecting your booking dates in the calendars. Often an error message pops up saying your booking is unavailable for the dates chosen, when often times it has actually been booked. To check, click on "My Info" and see if it is listed there with "Pending" beside it. "Pending" simply means that the item is booked for the dates you chose. When the Library Clerks pull your kits the day before delivery, the "Pending" changes. If you don't see the item listed, go back into the booking screen, go into the calendar and manually type in 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. Sometimes holidays confuse the antiquated software program. To double check that your booking has been accepted, click on the "My info" tab on your account.

LRC Coding kits (Ozobots, Spheroes, Cubelets, Root Robots, Blue Bots, Edisons etc) are booked by Teacher-Librarians only during the first week of reservations. They will let you know when they will be coming to your school. After this week, **starting Friday, September 6,** classroom teachers are welcome to reserve the kits for the remaining slots.

The 10 **LRC Story Workshop Loose Parts kits** are booked by CSTs only. They will let you know when they are coming to your school.

If you need help, please call the LRC Circulation Desk at (250) 338-7926 ext. 12951, or email "LRC Circulation Desk."

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

Joan (LRC Teacher-Librarian)