



ADMINISTRATIVE PROCEDURE 270

SCHOOL LIBRARIES

Background

The Division believes its mission is to inspire all students to develop a passion for learning, to become socially responsible citizens in a changing world, to ensure that all students have the opportunity to meet the standards of education set by the minister and to achieve the education outcomes determined by the Division. Further, the Division believes that students must be provided with educational programs that provide relevant, challenging, life-based learning opportunities. In achieving this mission, the Division believes that students must have access to effective school libraries and library programs.

Procedures

1. Suitable libraries and library programs will be provided in all Grande Yellowhead Public School Division schools.
 - 1.1 School libraries shall be housed in an area of the school that provides space suitable and flexible. The space must provide for the materials and programs presently found in school libraries but be able to accommodate changes in library technology in the future.
 - 1.2 The Principal and all staff will demonstrate a commitment to, and share ownership of, the school library program by:
 - 1.2.1 Advocating and facilitating the development and implementation of an effective library program;
 - 1.2.2 Considering library resources as an integral part of the instructional program; and,
 - 1.2.3 Modeling positive attitudes to the school library, library resources and the use of library resources.
 - 1.3 Through cooperative planning and teaching of the library program students will:
 - 1.3.1 Use a variety of resources and technologies appropriate to their individual learning styles;
 - 1.3.2 Independently select and employ information retrieval strategies appropriate to the research assignment;
 - 1.3.3 Extract and interpret information from a variety of resources;

- 1.3.4 Use a variety of appropriate information sharing strategies; and,
 - 1.3.5 Develop an appreciation of literature and culture.
2. School policies are required in each Grande Yellowhead Public School Division school that directs the operation of their library.
- 2.1 Each school shall develop library policy and procedures that addresses:
 - 2.1.1 The development of library programs that are supportive of the goals of education as determined by the province, the Division and the school;
 - 2.1.2 Matters regarding the development of the library collection;
 - 2.1.2.1 Selection standards
 - 2.1.2.2 Replacement of materials
 - 2.1.2.3 Quantity
 - 2.1.2.4 Materials for special need areas
 - 2.1.2.5 Alternate media
 - 2.1.2.6 Technology support material
 - 2.1.2.7 Any other relevant issue for the library collection.
 - 2.1.3 The removal of obsolete material;
 - 2.1.4 The handling of donated materials;
 - 2.1.5 The handling of controversial materials;
 - 2.1.6 The exclusion of materials restricted by any federal or provincial law; and
 - 2.1.7 The circulation of library materials.
3. School libraries must be appropriately staffed and funded within the constraints of the finances available to the school within the instructional block. It is desirable to have a teacher-librarian operating the library program.
- 3.1 The development of the school library objectives and budget shall be part of the development of the annual School Continuous Improvement Plan.
4. Programs and materials will be provided in school libraries that support and enhance the educational program of the school.
- 4.1 In selecting learning resources for the school library, school library personnel shall consult reputable, professionally prepared aids for selection.

- 4.2 Library programs and the learning resources selected for inclusion in the school library shall support and be consistent with the goals of education for the province, the Division, and the aims and objectives of the school.
 - 4.3 Library programs shall include the development of skills necessary to effectively utilize present and emerging technologies and shall incorporate the program objectives of Administrative Procedure 140 - Computer Technology.
 - 4.4 The selection of learning resources on controversial issues shall satisfy Administrative Procedure 205 - Controversial Issues.
5. Appeals of school decisions relative to school libraries under Section 123 of the School Act will be handled as prescribed in Administrative Procedure 380 – Appeals Concerning Student Matters and Policy 13 – Appeals and Hearings Regarding Student Matters.
 - 5.1 Each school shall develop policy and procedures for the handling of complaints regarding library procedure, the selection of library materials, materials in a library collection or any other matter relating to the library that may be appealed under section 123 of the School Act.

Reference: Section 39, 60, 61, 113 School Act
Guide to Edmonton ECS to Grade 12

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