

Administrative Procedure 240

LEARNING COMMONS RESOURCES

The Division is committed to providing a wide range of learning commons resources to meet the educational and developmental needs of students.

Procedures

1. Selection

- 1.1 Learning commons resources refer to print and non-print resources that are age appropriate, complement the curriculum, and satisfy a wide range of interests, enriching student's appreciation for learning and literature.
- 1.2 Learning commons resources are evaluated and selected by the Director of Learning - Instruction (Literacy), the Learning Commons Facilitator (LCF) in consultation with School Administrator(s) and the Instructional Media Commons (IMC) Coordinator. LCFs will follow these procedures and exercise professional judgement in consultation with School Administrator(s).
- 1.3 School Administrator(s) will ensure that:
 - 1.3.1 all staff understand the purpose of the learning commons and how it can support the achievement of competencies and student learning; and
 - 1.3.2 LCFs understand the importance of the Division's Critical 2 - High Quality Teaching and Optimum Student Learning.
- 1.4 Learning commons resources will be held to a high standard of selection criteria including resources:
 - 1.4.1 support and enrich the curriculum and students' learning;
 - 1.4.2 meet high standards in literary, artistic, and aesthetic quality; technical aspects; and physical format;
 - 1.4.3 be appropriate for the subject area and for the age, emotional development, ability level, learning styles, culture and social, emotional, and intellectual development of the students for whom the resources are selected;
 - 1.4.4 incorporate accurate and authentic factual content from authoritative sources;
 - 1.4.5 earn favourable reviews in standard reviewing sources and/or favourable recommendations based on preview and examination of resources by professional personnel in consultation with the School Administrator(s);
 - 1.4.6 provide a global perspective and promote diversity by including resources by authors and illustrators of all cultures, especially those from minoritized communities;
 - 1.4.7 include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (including subscription databases and other online products, eBooks, educational games, and other forms of emerging technologies); and
 - 1.4.8 demonstrate physical format, appearance, and durability suitable to their intended base.
- 1.5 Learning commons resources will promote a wide variety of viewpoints present on all topics, including on issues that may be considered sensitive. Sensitive issues can include:
 - 1.5.1 Religious Beliefs
 - 1.5.2 Relationships
 - 1.5.3 Human Sexuality/Gender Identity

- 1.5.4 Cultural Values
- 1.5.5 Substance Misuse
- 1.5.6 Child Abuse
- 1.5.7 Racial Injustice

- 1.6 Acquisitions will balance need with budget, avoiding waste or overlap of content.
- 1.7 Resources available to students will also include those provided in cooperative collection development arrangements, such as database access provided by Alberta Education.
- 1.8 The Division's learning commons will not facilitate inter-library loans between public libraries and our learning commons, but may direct interested parties to their public library or other institutions for additional resources.

2. Patron Requests

- 2.1 Student and staff requests for the purchase of learning commons resources are encouraged and given due consideration by the School Administrator(s) / delegate.

3. Donations

- 3.1 The Division has the discretion to accept gifts of learning commons resources and reserves the right to decide the disposition of gifts received. Donations will be accepted in accordance with [AP 108 \(Corporate Donations, Gifts and Sponsorships\)](#).

4. Weeding

- 4.1 Weeding is a crucial aspect of maintaining healthy, vigorous, and current collections. The Division continually assesses its collections so they remain current and in good physical condition, reflecting the values of the division and high standards of selection outlined within these procedures. Resources may be removed if they are out-of-date, inaccurate, or no longer represent consensus in the field, in poor condition, are rarely used, are in an obsolete format, no longer fit the needs of the community, or have excess copies. LCFs are to follow the division's Learning Commons Resources Weeding Guidelines.

5. Reconsideration of Library Resources

- 5.1 The Division recognizes that various stakeholders within the school community have an interest in the quality of learning commons resources available to students. The Division will formally review the selection of any resources upon receipt of a *Learning Commons Resources - Request for Reconsideration* (form 240-1) following the procedures outlined in *Learning Commons Resources Reconsideration* (Appendix).

Reference: Learning Commons Guidelines (Ministerial Order) - Alberta Education
 Statement on Intellectual Freedom and Libraries - Canadian Federation of Library Associations
 Statement on Intellectual Freedom and Libraries - Canadian Library Association
 Intellectual Freedom - American Library Association
 Battle River School Division's Mission and Vision Statements
 Battle River School Division's Learning Commons Resources Weeding Guidelines

Related APs: [Corporate Donations, Gifts and Sponsorships](#) (AP 108)
[Copyrighted Materials](#) (AP 180)
[Safe and Caring Schools](#) (AP 160)
[Controversial Issues in the Classroom](#) (AP 205)
[Purchasing](#) (AP 515)

Forms: Learning Commons Resources - Request for Reconsideration (240-1)

Appendix: [Learning Commons Resources Reconsideration](#) (Appendix 240)