

Ecole Leduc Estates 2022/23 Library Policy

Library hours of operation:

Library is open from 8:45-9:15 12:20 – 3:05

Procedures for accessing the library for individual, small group or class projects:

Please see the library schedule in place for any free space in the library. Staff can see Mrs. Weber to book a time. Teacher or adult must be present when using the library.

Borrowing Policies:

Each student is signs out two books during library block plus any novel studies or textbooks required by the teacher. Considerations can be made upon request by parent or teachers. Books are loaned out over a seven-day period. Books are returned on the students scheduled library day. There is also a book drop din outside the library door, books can be dropped at any time. Textbooks and Novel studies as long as needed. Any lost or damaged books will require payment. All books must be returned within the school year and will not be accepted after this time.

Use of library space:

The circulation desk/ area is for library clerk / teachers only. Students must not be behind the desk. If staff need anything, they can make a request via email. Pick out books and leave them on clerks desk clearly marked with a note. Check out books using the sign out clipboard on clerks' desk.

Students will not run in the library. Once books are checked out, students will find a good fit place to sit and enjoy time to read.

Teacher Resource area:

All materials from this room MUST be signed out and be returned to the library clerk for check in when finished with. Please use the book drop box outside the library when returning materials.

Textbooks and Novel Studies:

Students are responsible for any damage of lost text / novel studies throughout the school year.

A student will not receive a new book until the outstanding cost of the lost / damaged book is paid for. A refund will be issued if a book is found and returned in good condition within that school year.