

LIRC (Library & Information Resource Centre) - Access Policy

Library & Information Resource Centre Access - Rationale and Purpose

Through flexible scheduling the LIRC allows teachers and students continuous access to the Centre to support and extend curriculum programs. The main aim of flexible scheduling is the improvement of student learning outcomes through the increased integration of information literacy into the curriculum and greater professional cooperation between teachers, teacher librarians (TLs) and librarians (Ls). It is important to note that although the LIRC does not have a fixed timetable it does have a schedule. This schedule is intended to be as flexible as possible in order to meet the needs of the maximum number of students and teachers. However, it must still be framed by guidelines that allow equitable access to resources and maximizes student-learning outcomes.

The purpose of this policy is to explain how and when students and teachers can access the LIRC and the advantages of using a flexible schedule. The use of a flexible schedule needs to be balanced against the fact that our College serves the needs of the entire campus. Attempting to meet the needs of students and teachers from across the College presents challenges, including staffing and time allocation. At all times we encourage teachers and students to come to the library with deliberate outcomes.

At present the LIRC operates around three different schedules for recess and lunch and caters for an age range within the College of five to eighteen years. Secondary students have unrestricted access at recess and lunch; however access needs to be restricted during recess and lunch for Primary students:

- Primary recess, - No access due to time restrictions
- Primary lunch. Schedule operates due to space and staffing
Year 3 & 4 Mon, Tues, Year 5 & 6 –Wed, Thur, & Fri

It is important that all users take these conditions into account if we are to ensure equitable access for all students. The following guidelines aim to clarify the use of the LIRC. This policy includes the following sections

Section 1.0 Collaborative planning and teaching

Section 2.0 Borrowing

Section 3.0 Reserving books

Section 4.0 Class Bookings

Section 5.0 Access for unaccompanied students

Section 6.0 Hardware use

Section 7.0 Essential Agreements

Section 1.0 Collaborative Planning and Teaching

- ❖ Teachers are encouraged to plan integrated units with the TL/L and together choose materials and technologies to support instruction. TL/L should arrange to meet with year level groups during planning time in order to make these connections.
- ❖ Teachers are encouraged to use the LIRC in collaboration with the TL/L for appropriate learning activities associated with a unit. Bookings can be made by emailing the TL/L, library assistant or by personal request. An email confirmation will be given based on timetable availability.
- ❖ See flow chart on reverse for increased understanding of how this works.

Section 2.0 Borrowing

2.1 Students:

- ❖ Yr 1 - 6 classes have scheduled weekly borrowing times with their classroom teacher and librarian on request.
- ❖ Borrowing times are for book checkout only. Returns should be sent to the LIRC before 9:00 am. to assist with efficient circulation management.
- ❖ Secondary students must present their smart card when borrowing or renewing any item. Students should not lend their card to other students, as students are responsible for all loans made against their own smart card.
- ❖ Back issues of journals and newspapers may be borrowed for a 3 day loan period, however current issues may not be loaned.
- ❖ One Audio Visual (AV) resource may be borrowed for 7 days, which includes DVDs, MP3, Playaway and Audio CDs?
- ❖ Books may be borrowed over the school holidays, except the long summer break but must be returned immediately after the holidays.
- ❖ Students in Years 11-13 may borrow up to six books for 28 days. Years 7-10 may borrow five books for 14 days. Yr 2-6 may borrow four books for 14 days.
- ❖ Year 1 students may borrow 2 books for 7 days.
- ❖ Students must bring their books in for renewal. However, year 11-13 students may renew their books by quoting the library barcode. Renewals will not be allowed if the resource has been reserved.

- ❖ Students will not be fined for overdue resources but will be expected to pay the replacement cost plus \$20 processing fee for any losses.
- ❖ Students will be sent overdue notices if they fail to return resources. Notices are generated on a two week cycle. After two reminder notices, it will be assumed the items are lost and a bill for replacement costs will be mailed/emailed home.
- ❖ Students are unable to borrow books if they have outstanding loans.

2.2 Staff:

- ❖ All staff have a personal account for professional and private use. Staff may borrow thirty books for one month. Borrowers are accountable for any losses or damage.
- ❖ Primary staff may also borrow under their classroom name for their curricular or interest reading up to a maximum of 100 items.
- ❖ Primary Year level Coordinators may also borrow under their Hub for units of inquiry up to a maximum of 150 items.
- ❖ Classroom and Hub accounts share a year level responsibility for losses or damage over \$1000 per year. Example, if the total loss is \$1500, the year level needs to pay \$500. Credit for losses less than \$1000 cannot be carried over to the next year.
- ❖ Heads of Department have a Dept account for their professional resources.
- ❖ Staff will not be fined for overdue resources but will be expected to pay for the replacement cost of any books lost under their personal account.
- ❖ Staff may renew their resources by verbally requesting the Library staff to do so.

2.3 Parents

- ❖ Parents may borrow from 3:00 - 4:30 pm. Parent volunteers may borrow at any time during the day.
- ❖ Parents must present their smart card when borrowing or renewing any item.
- ❖ Parents may borrow 4 books for 14 days, one AV resource for 7days and 1 journal for 3 days.
- ❖ Parents will not be fined for overdue resources but will be expected to pay the replacement cost plus \$20 processing fee for any losses.

Section 3.0 Reserving Books

3.0 Reserving Books

- ❖ Secondary students may reserve up to 4 books and Primary students 2 books by logging on to their account through the Library OPAC using their personal username, located at the bottom of their smart card.
- ❖ OPAC access is available from various OPAC terminals in the LIRC or from any computer within the College campus by typing "library" in the URL space. Off campus a link to the Library OPAC can be located from the College website under the LIRC link
- ❖ Only items already on loan can be reserved
- ❖ Please note AV items cannot be reserved due to the limited collection size.

Section 4.0 Class Bookings

4.0 Class Bookings

- ❖ Classes or subject groups may not make a semi-permanent booking at the same time each week for continuous periods to allow flexibility and access for all classes and students.
- ❖ Bookings can be made by emailing wlee@renaissance.edu.hk or shansen@renaissance.edu.hk. A reply will be sent to accept/reject the booking. A hard copy booking sheet is also provided at the circulation counter.
- ❖ Bookings can also be made through iCal under Primary or Secondary calendar pages. Wandy Lee will accept or reject bookings.
- ❖ To maximize use of the LIRC teachers should inform the LIRC staff of cancellations as soon as possible or cancel their booking through iCal.
- ❖ Please try to arrive and depart on time to avoid conflict with other bookings
- ❖ All bags and personal belongings should be stored in the locker area at the entrance to the LIRC. Valuable items should not be left in these lockers but should be stored in students' personal secure lockers.

Section 5.0 Access for unaccompanied students

Access for Unaccompanied Students

- ❖ The LIRC is open at all times for individual children and teachers to find books or other resources, use computers, do research or read for pleasure.

- ❖ Teachers may send up to five students unaccompanied and should provide a Library Pass. A pro-forma pass is provided by the LIRC and includes purpose of visit and intended outcome
- ❖ Teachers should call Ext. 565 before sending students to ensure there is available space
- ❖ Individual or small groups must check in at the circulation counter for seat/computer assignment
- ❖ Multiple groups and individuals may and are encouraged to work simultaneously
- ❖ Students in years 1 & 2 must have adult supervision after school hours

Section 6.0 Hardware Use

6.0 Hardware use

- ❖ Photocopying or printing must be paid for by individual students or staff using their smart cards. It is available on both floors of the LIRC.
- ❖ Downloading of photos is the responsibility of individual teachers or support staff. Help can be given upon request.
- ❖ The LIRC computers are available to students on the understanding that the work is curriculum based. This could include research, class and project work, personal projects, accessing LIRC databases and to support recreational reading. On-line games may not be played in the LIRC unless under the direct supervision of a teacher.
- ❖ Library computers will be monitored on a regular basis using Remote Desktop Surveillance to ensure that all use is in accordance with the ICT Acceptable Use Policy (ICT AUP).

Section 7.0 Essential Agreements

7.0 Essential Agreements

- ❖ Students agree to maintain quiet voices in the LIRC as spaces are shared by classes, small groups or individuals simultaneously. The LIRC provides a space where students can work or read in an environment free from disturbance and distractions. Students agree to respect this.
- ❖ All patrons agree not to bring food or drink including water into the LIRC. There is a snack box at the entrance where students may deposit items for safe keeping.
- ❖ To keep LIRC spaces uncluttered and tidy, patrons agree to place bags in the locker area located at the entrance to the LIRC.

- ❖ The RCHK community agrees to respect the rules of “Copyright in Education in Hong Kong” (as detailed in Ordinance 15 of 2007 issued by the Dept. of Intellectual Property, Gov. of HKSAR) when photocopying information from books or musical scores.
- ❖ Patrons agree to turn mobile phones off or set them to silent in the LIRC. MP3 players may be used as long as they do not disturb other users.
- ❖ Students are strongly advised not to leave valuables unattended in lockers or at work desks. LIRC staff will take care of money and valuables for students if requested.
- ❖ CCTV cameras are in use throughout the LIRC but staff cannot accept any responsibility for personal belongings left unattended.
- ❖ OPACs (Online Public Access Catalogues) are to be used for searching the library catalogue.
- ❖ Computer terminals are located throughout the library for access to the OPAC. Please refrain from using them for email and general internet access.
- ❖ Unacceptable use of the computers such as game-playing, personal e-mailing and questionable Internet use will not be tolerated and managed according to the ICT Acceptable Use Guidelines.
- ❖ LIRC staff reserve the right to restrict access to any student who fails to comply with these essential agreements.

Collaborative Planning Flow Chart

