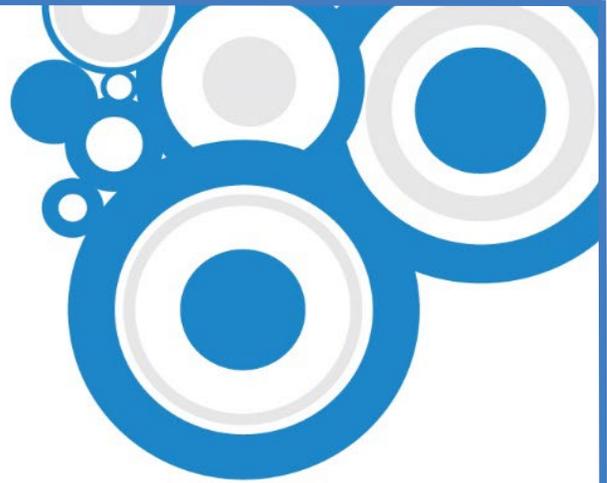




**SCHOOL DISTRICT NO. 73**  
(Kamloops - Thompson)



# WELCOME TO THE **LIBRARY LEARNING COMMONS**

**Ctselxemwil'cten • Bibliothèque**

## **VISION**

Aligned with the Kamloops-Thompson School District Strategic Plan, the HGEC Library Learning Commons reflects our common values of equity, diversity, and cultural identity as well as best approaches in the educational and library professions.

We are committed to provide a wide range of learning resources, services and programs that are in support of curriculum implementation and student learning.

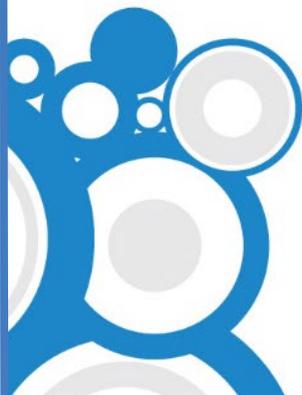
## **Office Hours**

Monday - Friday  
8:00 - 4:30

## **Contact**

250-376-2266  
[info@media.sd73.bc.ca](mailto:info@media.sd73.bc.ca)

Online Library Catalog  
**[media.sd73.bc.ca](http://media.sd73.bc.ca)**





---

## TABLE OF CONTENTS

HGEC Library Learning Commons Services Poster -----	1
Strategic Plan -----	2
Leadership and Liaison -----	4
Evaluation and Selection of Resources -----	5
Acquisition, Distribution and Management Resources -----	7
Operations -----	8
Technology-----	9
Digital Collections -----	10
HGEC Library Catalog -----	11
HGEC Library Learning Commons Space-----	12
Appendices -----	13



## LIBRARY LEARNING COMMONS SERVICES POSTER



# HGEC LIBRARY LEARNING COMMONS

### HGEC LIBRARY LEARNING COMMONS (LLC) COLLECTION AND SERVICES

The HGEC LLC provides School District No. 73 educators access to a wealth of quality and current curricular resources to support best practice. The HGEC Library ensures cost effective and equitable access to quality resources for all schools.

**THE COLLECTION INCLUDES:**

- Band equipment
- Cross curricular kits
- Early learning resources
- Indigenous collection
- Inquiry packs
- Inclusion resources
- Graphic novels and high interest low vocabulary resources
- Guided reading materials
- Literature circle packs
- Models, maps, specialized equipment
- Multimedia resources
- including audio books and steaming content
- Professional teaching resources
- Science, numeracy and tech tubs

**OTHER SERVICES:**

- 24 hr access to K-12 collection
- Die cut machine
- Copyright
- Cataloging services for schools
- Literacy events
- Community literacy
- partnerships
- Digital database deployment
- Focused Education Resources-district contact
- LLC catalog instruction and supports
- Robbins Range Heritage
- School bookings
- School library program and facility supports
- Textbook management for schools
- TRU practicum student supports

**ONLINE ACCESS TO THE LIBRARY COLLECTION:**  
<http://media.sd73.bc.ca>



---

## STRATEGIC PLAN

School District No. 73 Strategic Plan guides our work:

**Priority One:** Ensure every student acquires strong foundational skills and core competencies.

- provide access to resources that nurture all literacies;
- promote and facilitate the implementation of the effective use of learning resources;
- provide opportunities to “test it and try it”- access to vetted, innovative Focused Education Resources (FER), Ministry of Education (MOE), local and First Nations Steering Committee (FNESC) resources supporting core competencies and the BC curriculum;
- work with literacy partners such as the TNRD Library to strengthen library access and information literacy instruction.

**Priority Two:** Connect students to their passions and interests.

- selection procedures include consultation with professionals;
- resource curation shall help educators connect students with resources that support their passions;
- support school inquiry through district-wide access to a multitude of resource formats, helping students to make real world connections with relevant and meaningful resources;
- support district-wide reading motivation programs and district literacy events to promote the joy of reading;
- collaborate with the district literacy team, encouraging common language and best practice in school library learning commons.

**Priority Three:** Honour the First Peoples’ Principles of Learning (FPPL) and Aboriginal worldview and perspectives.

- partner with different departments to develop selection procedures that honour FPPL;
- co-design cross curricular kits reflecting cultural diversity and different points of view;
- build HGEC collections that connect to Canadian identity and celebrates diversity;
- support school library resource collection development;
- participate in local and provincial conferences to keep abreast of current local, provincial, national and international multicultural content.



**Priority Four:** Foster an inclusive, adaptable and accountable district culture.

- provide a welcoming and inclusive LLC fostering collaborative learning culture;
- provide flexible spaces to help cultivate a community of learners through innovation, curiosity and a sense of play;
- provide diverse resource formats to address differentiated learning;
- empower teacher research and experimentation with new technologies and learning strategies in the LLC;
- manage online databases and virtual collections, providing a central access point for educators;
- engage learners to participate in district-wide literacy events to build district culture.

**Priority Five:** Strengthen partnerships to enrich the way we lead, learn and work.

- foster community partnerships through literacy projects, promoting literacy for all;
- provide physical spaces that are flexible to facilitate spontaneous team meetings;
- co-design virtual collections to empower learners to co-create and share ideas and knowledge with a broader learning community;
- work closely with district IT to enhance communication and technology management protocols in LLCs;
- work closely with district Human Resources to enhance library staffing support.

**Priority Six:** Ensure the sustainable use of our resources.

- provide students and educators with cost effective, equitable access to professionally curated learning resources and services;
- select, evaluate, acquire, manage and promote a centralized collection;
- support school collection development through some centralized acquisitions, traveling library collections and pilot projects;
- collaborate with departments to develop best and cost effective learning environments in LLCs to support curriculum and learning;
- provide access and instruction on using evolving technologies to facilitate collaborative learning;
- provide centralized cataloging services for all schools;
- provide centralized textbook management services for all schools;
- provide centralized school LLC supports;
- work with departments to develop weeding, recycling and resource sharing procedures.



## LEADERSHIP AND LIAISON

The HGEC Library Learning Commons staff provide leadership through the development and promotion of learning resources for use across the District and at the school level by:

- developing short and long term goals for the HGEC Library Learning Commons services based on District and Ministry policies and administrative procedures;
- supporting curriculum development and implementation through the selection and circulation of professional and high quality materials;
- providing curriculum development and support by serving on curriculum committees and advisory teams;
- promoting district-wide transliteracy initiatives, events and programs;
- organizing staff development workshops on the use of learning resources using centralized access points- Medianet and Follett Destiny;
- acting as a liaison with FER and MOE and disseminating this information to schools;
- providing resources and services to community groups and the university (ie. TRU practicum tours and demonstrations);
- promoting partnerships with other educational institutions, government agencies and non-profit organizations (ie. the TNRD Library, Boys and Girls Club and Literacy in Kamloops-BRB Bus/Shelves);
- promoting the use of Canadian produced and multicultural print and digital learning resources (ie. NFB, CBC Curio);
- managing and coordinating the Traveling Library Project for rural schools;
- coordinating special reading and literacy events such as author tours through TDCanada Trust Book Week and BCTLA Drop Everything and Read.



## EVALUATION AND SELECTION OF LEARNING RESOURCES

A learner focused educational philosophy and the accompanying emphasis on resource-based learning has made the evaluation and selection of appropriate learning resources a vital component of curriculum implementation.

The HGEC Library Learning Commons:

- provides leadership and support in the development of district and school-based procedures and criteria for the evaluation, selection and managing of resources;
- models environmental stewardship and sustainable practices; follows local weeding and recycling protocols –see Appendix: *Weeding and Recycling Procedures*;
- identifies, in consultation with committees, priority curricular areas for district and school-based purchasing-see Appendix for *Selection and Acquiring Resource Procedures*;
- provides information and displays of learning resources to support the selection process;
- builds a collection of curated lists (Mediagraphies) and evaluative sources to provide current information about learning resources;
- fosters teacher involvement in the preview, evaluation and selection of learning resources (ie. Novel Review Team);
- maintains a cost effective resource collection to supplement school collections;
- provides in-service on the potential use of digital and print and multimedia learning resources;
- develops selection practices aligned with ERAC/FER and Local Resource Selection processes which:
  - address currency, quality and engagement;
  - support the learning standards of learning outcomes of the curriculum;
  - assist students in making connections between what they learn in school and real life applications;
  - are developmentally and age appropriate;
  - have effective instructional and technical design;
  - meet the requirements set by copyright and privacy legislation;
  - are suitable based on social considerations.

For the identification and selection of learning resources, HGEC staff shall refer to collections of resources which have been evaluated and/or licensed at the district and provincial levels for use in the BC educational setting. These include:

- ERAC K-12 collection
- locally reviewed resources
- FNEESC resources
- Canadian content sources such as Canadian Book Centre



Process for the Identification of Resources:

- o professional staff are responsible for selecting learning resources in accordance with stated criteria;
- o HGEC teams work in collaboration to identify key learning resources in support of curriculum fit and to identify and plan for future acquisitions;
- o See *Selection and Acquiring Resource Procedures* for details.
- o 13 social considerations are reviewed prior to making purchasing decisions.

## 13 Social Considerations for K-12 Education





---

## ACQUISITION, DISTRIBUTION AND MANAGEMENT OF LEARNING RESOURCES

The HGEC Library Learning Commons coordinates systems for the acquisition and distribution of learning resources that ensures cost effective and equitable access across the entire School District.

The HGEC Library Learning Commons develops policies and systems which:

- provide cost effective ways to acquire quality learning resources which may include: bulk purchasing, centralized purchasing and identifying jobbers;
- utilize current technology to augment and enhance inventory, processing and distribution of learning resources throughout the District;
- reinforce the concept of equitable access to learning resources;
- maintain an accurate catalogue of learning resources according to established standards to improve patron access at the District Cataloging Centre;
- develop an efficient system for circulation of centralized and school-based learning resources using Medianet and Follett Destiny (ie. digital databases and audiobooks placed in an easily accessible location);
- collaborates with district deliveries to ensure the most efficient distribution of learning resources.



## OPERATIONS OF HGEC LIBRARY LEARNING COMMONS

Administration of HGEC Library Learning Commons, services and staff contribute to the educational goals of the District and the Ministry of Education.

### Operations include:

#### Goals and reporting

- establish short and long range goals aligned with the District Strategic Plan;
- report on the HGEC Library operations including Bookings, School Cataloging and School Library Support Services;
- develop services to support the objectives of the K-12 Education Plan as defined by the Ministry of Education.

#### Collection and Space

- provide a welcoming, inclusive and service-oriented environment;
- plan for efficient use of space and equipment, and for appropriate security;
- maintain a current catalogue and an inventory of materials and equipment housed in the HGEC Library Learning;
- apply technological advances to HGEC Library Learning Commons and school library resource centre services;
- acquire equipment that is most appropriately held and circulated through the HGEC Library Learning Commons;
- maintain meeting spaces and creation areas to encourage collaboration and innovation;
- maintain a preview area for all media formats;
- refer to selection policies to keep current, meaningful and innovative collections.

#### Collaboration and Communication

- involve district and school staff in the evaluation and selection of learning resources-see Appendix for *Selecting and Acquiring Procedures*;
- coordinate district ordering of key resource materials;
- liaison with the Human Resource Dept. to coordinate and implement the SD73 Library Assistant Course and library assistant supports for schools;
- communicate services and new resources with district staff and school staff using diverse communication platforms;
- liaise with district IT to coordinate effective use of district-wide digital content and effective management of technologies in LLCs.



## TECHNOLOGY

HGEC Library Learning Commons staff have the ability to promote the use of technology and investigate new resources, technology and services aligned with the curriculum and district learning goals.

HGEC Library Learning Commons personnel support technology integration by:

- teaching SD73 staff searching techniques, tech. tool management and usage;
- collaborating with HGEC and District staff, providing expertise in the selection and maintenance of educational technologies;
- working with district coordinators and school teacher-librarians to help support the integration of technologies in class instruction;
- supporting annual training for library assistants and teacher-librarians;
- integrating information literacy and demos into presentations;
- promoting access of tech. tools to encourage equity for all students;
- collaborating on projects that involve instruction of digital competencies;
- supporting innovations and integrating technologies (ie. 3-D printing, robotics).



## DIGITAL COLLECTIONS

### e-audiobooks and e-books

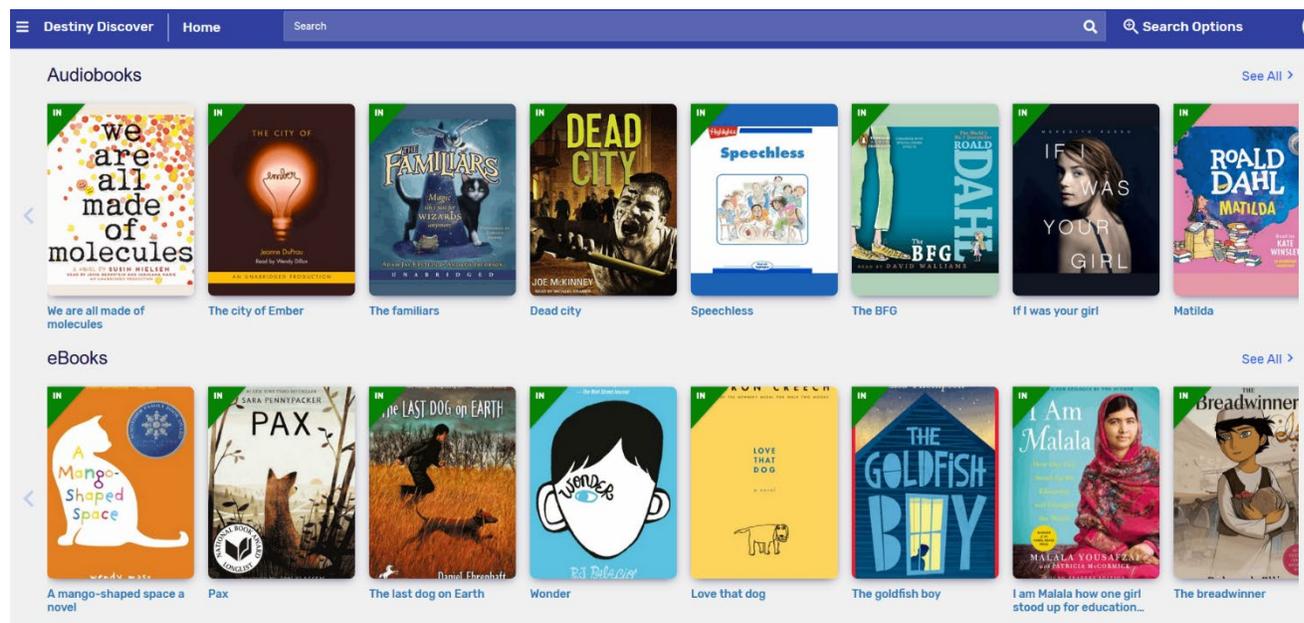
Access through Follett Destiny: [destiny.sd73.bc.ca](http://destiny.sd73.bc.ca). Select school site or HGEC.

To login:

Staff - use your OASIS login and password.

Students - use (firstname.lastname) and student number with the prefix sd (sd#####).

Click catalog. Click Destiny Discover



### Databases

Access through Follett Destiny: [destiny.sd73.bc.ca](http://destiny.sd73.bc.ca). Click **Catalog** > Click **Visual** tab.

Home access: Home access information: Login: hgec Password: bcSD73





## HGEC LIBRARY CATALOG

Access: [media.sd73.bc.ca](http://media.sd73.bc.ca)

Use your OASIS login and password to order resources. TRU students use login: your name > password: LIBRARY. School deliveries happen on a weekly basis.

The screenshot shows a navigation bar with buttons for Options Menu, Search, Subjects, Mediagraphies, Order, and My List. The Mediagraphies section is active and displays a list of resource categories with PDF icons and title counts. Below this is a section for Core Competency Picture Books.

**Options Menu** **Search** **Subjects** **Mediagraphies** **Order** **My List**

### Mediagraphies

Click [Hide](#) to collapse.

- [PDF](#) [Aboriginal Resources](#) (1170 titles)
- [PDF](#) [ADST and Maker](#) (143 titles)
- [PDF](#) [Assistive Technology](#) (102 titles)
- [PDF](#) [Audiobooks](#) (81 titles)
- [PDF](#) [Career Education Resources K-12](#) (262 titles)
- [PDF](#) [Diversity](#) (77 titles)
- [PDF](#) [Early Learning Resources](#) (108 titles)
- [PDF](#) [English Language Learners](#) (95 titles)
- [PDF](#) [French Resources](#) (620 titles)
- [PDF](#) [Graphic Novels](#) (182 titles)
- [PDF](#) [Guided Reading](#) (2003 titles)
- [PDF](#) [Hi-lo Books for Struggling Readers](#) (91 titles)
- [PDF](#) [Inquiry Packs](#) (238 titles)
- [PDF](#) [Learning Assistant Resources](#) (288 titles)
- [PDF](#) [Literature Circles](#) (505 titles)
- [PDF](#) [Métis Resources](#) (96 titles)
- [PDF](#) [New Titles](#) (94 titles)
- [PDF](#) [Novel Studies](#) (54 titles)
- [PDF](#) [Picture Books](#) (424 titles)
- [PDF](#) [Sexual Health and Healthy Relationships](#) (318 titles)
- [PDF](#) [Sexual Orientation and Gender Identity \(SOGI\)](#) (43 titles)
- [PDF](#) [Sheet Music](#) (805 titles)
- [PDF](#) [Storytelling with Manipulatives](#) (31 titles)
- [PDF](#) [Videos Supporting Books](#) (39 titles)

### Core Competency Picture Books

- [PDF](#) [Communication](#) (16 titles)
- [PDF](#) [Creative Thinking](#) (15 titles)
- [PDF](#) [Critical Thinking](#) (15 titles)
- [PDF](#) [Personal and Cultural Identity](#) (21 titles)
- [PDF](#) [Personal Awareness and Social Responsibility](#) (17 titles)



## HGEC LIBRARY LEARNING COMMONS SPACE

The HGEC Library Learning Commons is designed to provide effective circulation and use of relevant and current educational resources throughout the school district. The HGEC Library Learning Commons space is welcoming and provides staff with an area to meet, collaborate and preview resources aligned with the BC curriculum.

To accomplish this the HGEC Library Learning Commons:

- ensures clerical staff are available to handle inquiries, reservations and other services;
- securely houses media resource collections and equipment for loan;
- is welcoming and inclusive, facilitating browsing through media materials;
- offers extended hours of operation to enable convenient access;
- includes space for display and preview;
- provides production and maker equipment accessible for teacher projects (ie. die cut machine, green screen, projector, ipad on stand);
- provides an area for collaboration, creation and play;
- provides technology for requesting, reserving, shipping, cataloguing and organizing media resources (ie. Medianet).



---

## APPENDICES

1. Medianet Booking Policy and Durations
2. Procedures for Selecting and Acquiring Resources
3. Weeding and Recycling Procedures
4. Acquisitions, Kit Template
5. Resource Feedback Form
6. 2019-2022 Subscribed Digital Database Passwords



# Library Learning Commons Handbook

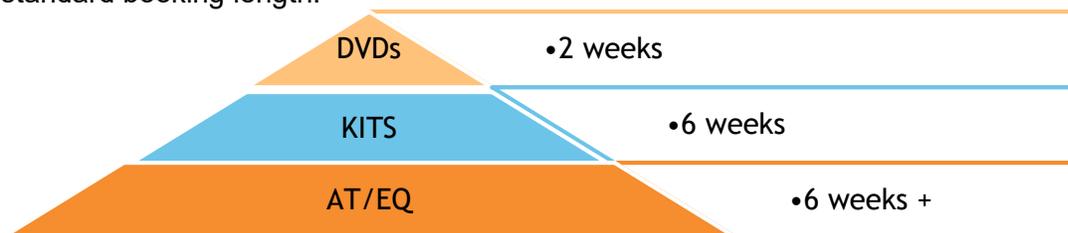
## Appendix 1: Medianet Booking Policy and Durations

### Policy

The HGEC Library Learning Commons collections are accessible to all SD73 employees, TRU practicum students and individuals who support SD73 students. Patrons can access the HGEC Library Learning Commons collection in person Monday to Friday during hours of operation or by using the library catalog 24/7 (media.sd73.bc.ca). Staff can book material once per school year. Those staff requiring items more often (ie. teachers using the semester system) can make a special loan request with the Library Learning Commons Coordinator. This loan policy has been developed to better support resource equity in our district.

### Durations

All HGEC Library Learning Commons resources are assigned a medium type which dictates the standard booking length:



### Exceptions

The following are exceptions to the standard booking times:

#### Aboriginal

#### 4 Weeks No Extension

- Art (KT 1731/1732/1742)
- Astronomy and Navigation (KT 0190/0911)
- Fish and Fishing (KT 0017/0887/1769)
- Games and Music (EQ 070, KT 0168/0252)
- History (KT 0002/0255/0751/0912)
- Legends and Literature (KT 0896/0898/0900/0901/0902/0905/0906/1773)
- Métis (KT 0010/0272/0301/1783)
- Puppets (KT 0891/0930)
- Residential Schools (KT 0835/0836)
- Traditional (KT 0021/0396/0908/0909)

#### Technology

#### 4 Weeks No Extension

- Blue-Bot (KT 0707)
- Chromebook Cart (KT 1808)
- Coding (KT 0374/1928/1929)
- Edison (KT 0708)
- iPad (KT 1811/1891)
- Robotics Activity Mat (KT 1879)
- Scratch Animation (KT 0706)
- Sphero (KT 0185/1876/1877/1878)
- View Master (KT 0913/1875)



# Library Learning Commons Handbook

## Appendix 1: Medianet Booking Policy and Durations

Assistive Technology (AT) and Equipment (EQ) have a default 6 week initial booking, but this length is not always applied as the items tend to be more specialized.

### Assistive Technology

Provided by Inclusive Staff

- Initial loan period specified when received
- Typically loaned out until the end of the school year
- If an extension is required, the request should be forwarded for approval to the staff member who provided the item

### Equipment

Stored in portable

- Majority of items are instruments that are renewed to the same school annually
- Other items have a six week booking period and can be extended as shown below

## Extensions

Extensions are provided dependent on the availability of an item and should reduce in duration following the guidelines listed below:

AT	DV/MO/VH	EQ	KT
<ul style="list-style-type: none"><li>• Extended upon approval</li></ul>	<ul style="list-style-type: none"><li>• 2 weeks</li><li>• 1 week ↻</li></ul>	<ul style="list-style-type: none"><li>• Annual</li><li>• End of school year ↻</li><li>• All Others<ul style="list-style-type: none"><li>• 4 weeks</li><li>• 3 weeks</li><li>• 2 weeks ↻</li></ul></li></ul>	<ul style="list-style-type: none"><li>• 4 weeks</li><li>• 3 weeks</li><li>• 2 weeks ↻</li></ul>

As well, when an extension request is received, some thought must be given to the circumstances of the request. As an example, the Shuswap Drum kit (EQ 070) is occasionally required for a longer period of time so that it can be incorporated into ceremonies at schools such as assemblies and family dinners. Whenever possible these requests should be accommodated.



### Procedure for Selecting and Acquiring Resources

A learner focused educational philosophy and the accompanying emphasis on resource-based learning has made the evaluation and selection of appropriate learning resources a vital component of curriculum implementation.

#### The HGEC Library Learning Commons services include:

- Leadership and support in the development on district and school-based procedures and criteria for the evaluation, selection and managing of resources;
- Modeling environmental stewardship and sustainable practices - see Appendix: Weeding and Recycling Procedures;
- Identifying in consultation with committees, priority curricular areas for district and school-based purchasing;
- Providing information and displays of learning resources to support the selection process;
- Building a collection of curated lists (Mediagraphies) and evaluative sources to provide current information about learning resources;
- Fostering teacher involvement in the preview, evaluation and selection of learning resources;
- Maintaining a cost effective resource collection to supplement school collections;
- Providing in-service on the potential use of digital and print and multimedia learning resources;
- Developing selection practices aligned with ERAC/FER and local resource selection processes which:
  - addresses currency, quality and engagement
  - support the learning standards of learning outcomes of the curriculum
  - assist students in making connections between what they learn in school and real life applications
  - are developmentally and age appropriate
  - have effective instructional and technical design
  - meet the requirements set by copyright and privacy legislation
  - are suitable based on social considerations

#### Process:

1. HGEC staff are responsible for selecting learning resources in accordance with departments selection criteria. Departments are responsible for consulting with the HGEC Library Learning Commons Coordinator about resource acquisitions prior to purchasing to reduce duplication.
2. Departments are encouraged to work in collaboration to identify key learning resources in support of curriculum fit, to identify and plan for future acquisition needs.
3. Learning resource purchase plans and resource requests will be reviewed at the department level and approved by the relevant Supervisor.



4. Departments are responsible for purchasing appropriate bins and materials for contents; please consult with HGEC library staff prior to purchasing bins as they check for durability and weight/size restrictions.
5. Departments are responsible for providing suggestions for library records-title, subject tags, summaries.
6. Space needs to be considered before acquiring multiple kits for the collection.
7. Departments and the HGEC Library Learning Commons staff work together to highlight new resources to educators (ie. flyers and department presentations).

HGEC Library Learning Commons staff are responsible for:

- Consulting with departments to determine resources needs;
- Disseminating new resource information to departments and schools;
- Providing in-service for accessing resources (ie. digital, print and multimedia content);
- Processing and cataloging resources for the HGEC Library Learning Commons;
- Providing an accessible library catalog and webpage to access HGEC Library Learning Commons materials;
- Provide pickup and delivery services for schools and;
- Provide a safe and welcoming space for conversations and collaboration.



### School District No. 73 Weeding and Recycling Guidelines School Library Materials and Textbooks

**Weeding** is the removal of materials (books, textbooks, encyclopedias, videos etc.) from a library collection and book room in a planned and systematic way. The deselection process is an ongoing part of collection development, a deliberate and thoughtful task that will keep the Library Learning Commons and school book rooms current and relevant.

#### Why weed?

Weeding is an important aspect of collection development. Some benefits include:

- creates an up-to-date collection
- ensures that all parts of the collection have been evaluated and are void of bias and stereotypes
- directs further collection development
- makes it easier to search and find relevant material
- highlights and makes accessible new and exciting resources

#### RECOMMENDED PROCEDURES

##### Communication

School teacher-librarians need to inform staff and administration of their plan and criteria used. Weeding library books and textbooks should include key criteria: copyright, content, physical condition, circulation, currency and accuracy. Aboriginal, local and heritage materials should be given special consideration.

##### Supports and consultation

If you are a new teacher-librarian and/or need assistance with weeding materials, please contact the District Library Coordinator at the HGEC at 250-376-2266.

For tips on weeding, see the helpful links below:

- [Sample School Weeding Policy](#)
- [MUSTIE & WORST Weeding](#)

Consult the School District No. 73 Aboriginal Education Department before pulling Aboriginal materials from the Library Learning Commons collections and bookrooms.

##### Offering resources to schools and the community

If time permits and if a resource is in fair condition, check the School Library Automation System *Follett Destiny* to determine if the library resource or textbook could be used in other schools. When possible, notify the school library staff about available deselected materials through the SD73 Library listservs.

Consider offering weeded materials to staff, students, the school community.



### Textbooks vs Library Materials

Textbooks have *distinct district barcodes* and can be simply transferred to other schools, if desired, using the Follett Destiny database transfer feature. Unlike textbooks, library materials *do not* have unique barcodes and will need to be replaced and added to the School Library database if donated to schools.

### Offering resources to book vendor

After resources have been offered to schools, leftovers can be sold to used book vendors such as Western Campus. Contact: [danika@westerncampus.ca](mailto:danika@westerncampus.ca)

### PROCESS – Deleting materials permanently from the system (Oct to May only)

1. **DELETE** barcoded books from system. If barcoded, the books must be deleted from the Follett library database. Barcodes can be either removed or a black felt can be used to mark the barcode.
2. **COUNT** and place leftover weeded material in a banker sized box (a photocopy paper box works) with a lid.
3. **LABEL** each box with the attached label printed on blue paper. EVERY box MUST have the blue label listing the quantity of books in each box.
4. **CONTACT:**
  - a) As each box is filled, contact the Library Coordinator at HGEC to schedule a pick-up. Please do not accumulate boxes.
  - b) Place weeded boxes in a central location and let you school secretary know where they are located.

**PLEASE NOTE:** The school delivery driver will be instructed not to pick up boxes without a completed blue label affixed to the outside of each box.

**Deliveries for recycled books will be available through the year from October to May only.**



Note: Please either complete this printed document and share with Library Booking staff / Library Coordinator OR make a digital copy of this document, complete and send electronically to Library staff.

### HGEC Library

#### New Kit Information-Acquisitions Template

Please consult with the HGEC Learning Commons Coordinator

About resource acquisitions **prior** to purchasing to reduce duplication.

Submitted by: \_\_\_\_\_

Kit Name: \_\_\_\_\_

Audience Levels (circle those that apply):

Primary      Intermediate      Junior High      Senior High

Summary (1-2 sentences – what is it? What curricular connections, big ideas and core competencies do you want to highlight? How will teachers use it?):

Contents:

Weight:

Subjects:

Approximate Costs:

\*Note: Departments are responsible for purchasing bins for new kits. Consult with library staff for suggestions around durability and weight/size restrictions.

# Library Learning Commons Handbook

## Appendix 5: Resource Feedback Form



This feedback form helps us provide SD73 educators with the most current and relevant educational resource collections. Please complete this review to help us determine whether this resource is still suitable for circulation. Fill out applicable sections and then return this form to the HGEC Library Learning Commons as you return this resource or at your convenience.



Thank you for your time and continued support. Andrea Wallin, Library Learning Commons Coordinator

TITLE	
KT or Cal Number	
Date review completed:	

COMMENTS

BC CURRICULUM FIT Indicate with an X all that apply.			
<input type="checkbox"/>	Applied Design, Skills, and Technology	<input type="checkbox"/>	Languages (Core French, German, Japanese, Spanish, etc.)
<input type="checkbox"/>	Arts Education	<input type="checkbox"/>	Mathematics
<input type="checkbox"/>	Career Education	<input type="checkbox"/>	Physical and Health Education
<input type="checkbox"/>	English Language Arts	<input type="checkbox"/>	Science
<input type="checkbox"/>	French Immersion Language Arts	<input type="checkbox"/>	Social Studies

CORE COMPETENCY FIT Indicate with an X all that apply.			
<input type="checkbox"/>	Communicating	<input type="checkbox"/>	Positive Personal and Cultural Identity
<input type="checkbox"/>	Collaborating	<input type="checkbox"/>	Personal Awareness and Responsibility
<input type="checkbox"/>	Creative Thinking	<input type="checkbox"/>	Social Awareness and Responsibility
<input type="checkbox"/>	Critical and Reflective Thinking	<input type="checkbox"/>	



<b>GENERAL CONTENT</b> To what extent does each apply? Indicate with <b>E</b> , <b>M</b> , <b>S</b> , <b>N</b> , or <b>N/A</b> <b>E</b> xtensively <b>M</b> oderately <b>S</b> lightly <b>N</b> ot at All <b>N</b> ot <b>A</b> pplicable	
	Is the content engaging, accurate, and current?
	Does the resource represent different perspectives? (e.g. male, female, LGBTQ, Aboriginal, diverse cultures, BC-context)
	Does it broaden students' experiences and understandings?
	Is the content appropriate for the emotional maturity of most students at the intended grade level?
	Could most students at the intended grade level read this/these resources with high accuracy and understanding?
	Is the text well-suited to whole-class study?
	Is the text well-suited to independent reading or work (ie. silent reading or centres)?

<b>SOCIAL CONSIDERATIONS</b>	
Indicate if the treatment of the consideration is <b>A</b> , <b>U</b> or <b>N/A</b> <b>A</b> cceptable, <b>U</b> nacceptable <b>N</b> ot <b>A</b> pplicable	Comments / Reasons / References
Gender Roles	
Indigenous	
Multiculturalism	
Gender Identity / Sexual Orientation	
Violence	
Ethical / Legal	
Language	

# Library Learning Commons Handbook

## Appendix 6: 2019-2022 Subscribed Digital Database Passwords



SCHOOL	RESOURCE	LOGIN	PASSWORD
<b>ELEMENTARY</b>			
<b>Aberdeen</b>	EBSCO	aberdeen	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	aberdeen	bcsd73
	LEARN 360	aberdeen	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password
<b>AE Perry</b>	EBSCO	aeperry	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	aeperryelem	bcsd73
	LEARN 360	aeperryelem	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password
<b>Arthur Hatton</b>	EBSCO	ahattonsd73	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	ahatton	bcsd73
	LEARN 360	ahatton	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password
<b>Arthur Stevenson</b>	EBSCO	astevenson1	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	astevenson1	bcsd73
	LEARN 360	astevenson1	
	CBC Curio	Access code: SCY-N8B4	bcsd73
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password
<b>Barriere</b>	EBSCO	barriereelem	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	barriereelem	bcsd73
	LEARN 360	barriereelem	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password
<b>Beattie</b>	EBSCO	beattie	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	beattieelem	bcsd73
	LEARN 360	beattieelem	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password
<b>Bert Edwards</b>	EBSCO	best	
	WORLDBOOK, GALE, KNOWBC	best1	
	LEARN 360	best1	
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password



# Library Learning Commons Handbook

## Appendix 6: 2019-2022 Subscribed Digital Database Passwords

SCHOOL	RESOURCE	LOGIN	PASSWORD
<b>Blue River</b>	EBSCO	blueriver	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	blueriver	bcsd73
	LEARN 360	blueriver	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password
<b>Dallas</b>	EBSCO	dallas	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	dallas	bcsd73
	LEARN 360	dallas1	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password
<b>David Thompson</b>	EBSCO	dthompson1	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	dthompson1	bcsd73
	LEARN 360	dthompson1	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password
<b>Dufferin</b>	EBSCO	dufferin	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	dufferin	bcsd73
	LEARN 360	dufferin	
	CBC Curio	Access code: SCY-N8B4	bcsd73
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password
<b>Haldane</b>	EBSCO	haldane	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	haldane	bcsd73
	LEARN 360	haldane	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password
<b>Heffley Creek</b>	EBSCO	heffleycreek	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	heffleycreek	bcsd73
	LEARN 360	heffleycreek	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password
<b>Juniper Ridge</b>	EBSCO	juniperridge	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	juniperridge	bcsd73
	LEARN 360	juniperridge	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password

# Library Learning Commons Handbook

## Appendix 6: 2019-2022 Subscribed Digital Database Passwords



SCHOOL	RESOURCE	LOGIN	PASSWORD
<b>ELEMENTARY</b>			
<b>KSA</b>	EBSCO	ksa	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	ksa	bcsd73
	LEARN 360	ksa	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password
<b>@Kool</b>	EBSCO	kool	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	kool	bcsd73
	LEARN 360	kool	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password
<b>Kay Bingham</b>	EBSCO	kaybingham	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	kaybingham	bcsd73
	LEARN 360	kaybingham	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password
<b>Lloyd George</b>	EBSCO	lloydgeorge	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	lloydgeorge	bcsd73
	LEARN 360	lloydgeorge	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password
<b>Logan Lake</b>	EBSCO	loganlakeelem	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	loganlakeelem	bcsd73
	LEARN 360	loganlakeelem	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password
<b>Marion Schilling</b>	EBSCO	mschilling	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	mschilling	bcsd73
	LEARN 360	mschilling1	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password
<b>McGowan Park</b>	EBSCO	mcgowan	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	mcgowan	bcsd73
	LEARN 360	mcgowan1	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password



# Library Learning Commons Handbook

## Appendix 6: 2019-2022 Subscribed Digital Database Passwords

SCHOOL	RESOURCE	LOGIN	PASSWORD
<b>ELEMENTARY</b>			
<b>Pacific Way</b>	EBSCO	pacificway	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	pacificway	bcsd73
	LEARN 360	pacificway	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password
<b>Parkcrest</b>	EBSCO	parkcrest	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	parkcrest	bcsd73
	LEARN 360	parkcrest	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password
<b>Pinantan</b>	EBSCO	pinantan	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	pinantan	bcsd73
	LEARN 360	pinantan	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password
<b>Raft River</b>	EBSCO	raftriver	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	raftriver	bcsd73
	LEARN 360	raftriver	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password
<b>Rayliegh</b>	EBSCO	rayleigh	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	rayleigh	bcsd73
	LEARN 360	rayleigh	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password
<b>RL Clemitson</b>	EBSCO	rlclemitson	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	rlclemitson	bcsd73
	LEARN 360	rlclemitson	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password
<b>Savona</b>	EBSCO	savona	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	savona	bcsd73
	LEARN 360	savona	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password

# Library Learning Commons Handbook

## Appendix 6: 2019-2022 Subscribed Digital Database Passwords



SCHOOL	RESOURCE	LOGIN	PASSWORD
<b>ELEMENTARY</b>			
<b>South Sa-Hali</b>	EBSCO	southsahali	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	southsahali	bcsd73
	LEARN 360	southsahali	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password
<b>Summit</b>	EBSCO	summitsd73	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	summit	bcsd73
	LEARN 360	summit73	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password
<b>Sun Peaks</b>	EBSCO	sunpeaks	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	sunpeaks	bcsd73
	LEARN 360	sunpeaks	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password
<b>Westmount</b>	EBSCO	westmount	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	westmount	bcsd73
	LEARN 360	westmount	
	CBC Curio	Access code: SCY-N8B4	bcsd73
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password
<b>Westwold</b>	EBSCO	westwold	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	westwold	bcsd73
	LEARN 360	westwold	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password
<b>MIDDLE/SECONDARY</b>			
<b>Barriere</b>	EBSCO	barrsec	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	barrsec	bcsd73
	LEARN 360	barrsec	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password
<b>Brock Middle</b>	EBSCO	brockmid	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	brockmid	bcsd73
	LEARN 360	brockmid	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password



SCHOOL	RESOURCE	LOGIN	PASSWORD
<b>MIDDLE/SECONDARY</b>			
<b>Chase</b>	EBSCO	chasesec	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	chasesec	bcsd73
	LEARN 360	chasesec	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password
<b>Clearwater</b>	EBSCO	clearwatersec	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	clearwatersec	bcsd73
	LEARN 360	clearwatersec	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password
<b>Four Directions</b>	EBSCO	fourdirections	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	fourdirections	bcsd73
	LEARN 360	fourdirections	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password
<b>HGEC</b>	EBSCO	hgec	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	hgec	bcsd73
	LEARN 360	hgec	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password
<b>@Kool</b>	EBSCO	kool	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	kool	bcsd73
	LEARN 360	kool	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password
<b>Logan Lake</b>	EBSCO	llakesec	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	llakesec	bcsd73
	LEARN 360	llakesec	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password
<b>NorKam</b>	EBSCO	norkam	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	norkam	bcsd73
	LEARN 360	norkam	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password

# Library Learning Commons Handbook

## Appendix 6: 2019-2022 Subscribed Digital Database Passwords



SCHOOL	RESOURCE	LOGIN	PASSWORD
<b>MIDDLE/SECONDARY</b>			
<b>Sa-Hali</b>	EBSCO	sahali	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	sahali	bcsd73
	LEARN 360	sahali	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password
<b>South Kamloops</b>	EBSCO	skss	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	skss	bcsd73
	LEARN 360	skss	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password
<b>Twin Rivers</b>	EBSCO	trec	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	trec	bcsd73
	LEARN 360	trec	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password
<b>Valleyview</b>	EBSCO	valleyview111	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	valleyview111	bcsd73
	LEARN 360	valleyview111	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password
<b>Westsyde</b>	EBSCO	wss	bcsd7320!
	WORLDBOOK, GALE, KNOWBC	wss	bcsd73
	LEARN 360	wss1	bcsd73
	CBC Curio	Access code: SCY-N8B4	
	NATIONAL FILM BOARD CAMPUS	use your Zimbra email address	create password