

## SCHOOL LIBRARIES

***PROGRAMS & STUDENT SERVICES***  
***School Libraries: PSS 208***  
***Adoption Date: April 30, 2012***

### **Scope**

This policy applies to all schools under the jurisdiction of the Cape Breton-Victoria Regional School Board.

### **Purpose**

The purpose of the School Library Program is to promote life-long learning and literacy in all its forms to all stakeholders of CBVRSB.

### **Policy Statement**

The Cape Breton-Victoria Regional School Board recognizes that the school library is an integral part of the school program. School Libraries are learning resources centres where students and staff have access to a wide variety of learning resources which complement and enrich the curriculum and reflect our multicultural and diverse society.

### **Cross Reference**

Public School Program  
Cape Breton-Victoria Regional School Board Mission Statement  
Learning for Life – Planning for Student Success 2002-2003  
Learning for Life II  
Strategic Plan  
Business Plan  
Bias Evaluation Form (Department of Education)

### **Authorization**

This policy has been authorized by the Board under motions number 2012-04-41.

**Responsibility**

It is the responsibility of the Director of Programs & Student Services to ensure that this policy and administrative procedures are implemented.

**Implementation**

The Coordinator of Programs Services P-6 will implement the policy and administrative procedures.

**Procedures**

1. In an area designated as a library, all schools shall provide diverse collections of resources both print and non-print, to support curriculum outcomes and individual interests of all members of the school community.
2. The Board Library consultant shall be responsible for collection development, budget allocation, and other duties as assigned, under the direction of the Coordinator of Program Services P-6. This person will liaise with all library staff and principals to ensure the CBVRSB library program is implemented.
3. The school library shall support the work of classroom teachers in the teaching of information literacy and student learning.
4. The school library budget allocation shall be used to purchase library materials and to refresh the collection.
5. School Advisory Councils can play a role in making the school library accessible to students for their learning, perhaps by recruiting volunteers to support library services in elementary schools.
6. All elementary schools shall refer to the Cape Breton Victoria Regional School Board's Elementary Library Manual for Parent Volunteers as a guide in maintaining a library program on site.
7. Principals will work closely with the Board's Library consultant to identify and budget for resources which meet the needs of students in all areas of the curriculum.
8. Schools shall keep an inventory of all library resources purchases and/or donated.
9. Schools shall discard outdated, inappropriate and/or damaged materials through the weeding process, as per Canadian Library Association guidelines.

10. Schools will develop their own guidelines on student use and access to the school library.
11. School libraries shall include resources that provide access to information and materials in all formats.

<b>Associated Forms</b>
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<b>Policy Review</b>
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This policy will be reviewed by Director of Programs and Student Services within three years from the authorization date.

<b>Distribution</b>
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All Policy Manual Holders  
Board Library Committee Members  
Board Library Technicians  
CBVRSB Website