

JMHS LIBRARY LEARNING COMMONS POLICY

The JMHS Library Learning Commons exists to provide students and staff with an inviting, inclusive, comfortable and safe space that facilitates student-centered collaboration & inquiry, both physically and virtually.

The Learning Commons is open with full supervision on the following days:

Monday - Friday 8:00 am - 3:00 pm

The library is open at lunchtime with supervision most days

RECREATIONAL BOOKS

Students are encouraged and welcomed to enjoy fiction and non-fiction books from the collection, with loan periods being 21 days for physical books and 14 days for eBooks. The collection is regularly updated with best-selling novels and reference books. Using the district program, Destiny, 3 notifications are sent for overdue library materials; courtesy due date reminder 7 days prior, 1st Library overdue notice - 7 days, and 2nd Overdue library notice - 21 days. Therefore, any overdue books will be marked lost and the replacement cost added to the PowerSchool account.

TEXTBOOKS

Students will sign and date a Textbook Agreement Form on textbook distribution day, verifying the condition of the textbook at time of issuance. Students are responsible for the whereabouts and condition of their textbooks, and are encouraged to keep them in their locker and not in the classroom. Damaged/Lost textbooks will be charged accordingly, with replacement costs posted on Acorn. All textbooks are to be returned as soon as the student is finished with them and no later than the last day of exams. Sufficient reminders will be sent prior to semester/year end. Textbooks are the property of Black Gold Regional Schools and may not be kept at home during July and August, unless they are checked out specifically for approved courses.

LOST ITEMS

If a patron **loses** an item, they will be fined the replacement price of the item, which will be posted on the PowerSchool account. If that item is returned in good condition **within 3 months** of payment, a refund will be issued. Any items returned after this time will not be refunded, as they have already been replaced.

JMHS Acceptable Use of the Library/Learning Commons

It is acceptable for students to be in the library to:

- Write exams (please refer to Exam Policy) Exam writing will take priority over other uses
- Work on a project
- Read quietly
- Collaborate in a small group (multiple groups may not be permitted at the same time)
- Browse, sign out, and read recreational reading materials
- Use the reference collection
- Seek information for educational purposes
- Chat with friends quietly, at the discretion of library staff
- Students, on occasion, may be allowed to play quiet board games, at the discretion of library staff

The LLC is a small, yet busy space, therefore, any groups using the space to socialize, may be asked to leave and go to another space in the school. Any behavior that does not line up with this acceptable use policy will not be tolerated. To keep in line with our mandate to provide students and staff with an inviting, inclusive, comfortable and safe space, the LLC will be closed unless a staff supervisor is present. Daily lunch supervision will be available, except during final exams and specific days.

CELL PHONE POLICY

In accordance with the recent Government of Alberta changes, the following policies and procedures will help to ensure that students working in the JMHS Learning Commons will have every opportunity to succeed in their tasks at hand:

- Students are allowed to use cell phones during spares and lunch breaks only
- Students on spares **must** use the sign in sheet at the Circulation Desk
- Students not on spares must leave their cellphones in a secure location, but cannot have them on their person while working in the library
- Students not on spares and caught using their phones will hand over their phones to the office, and will be dealt with according to the school policy