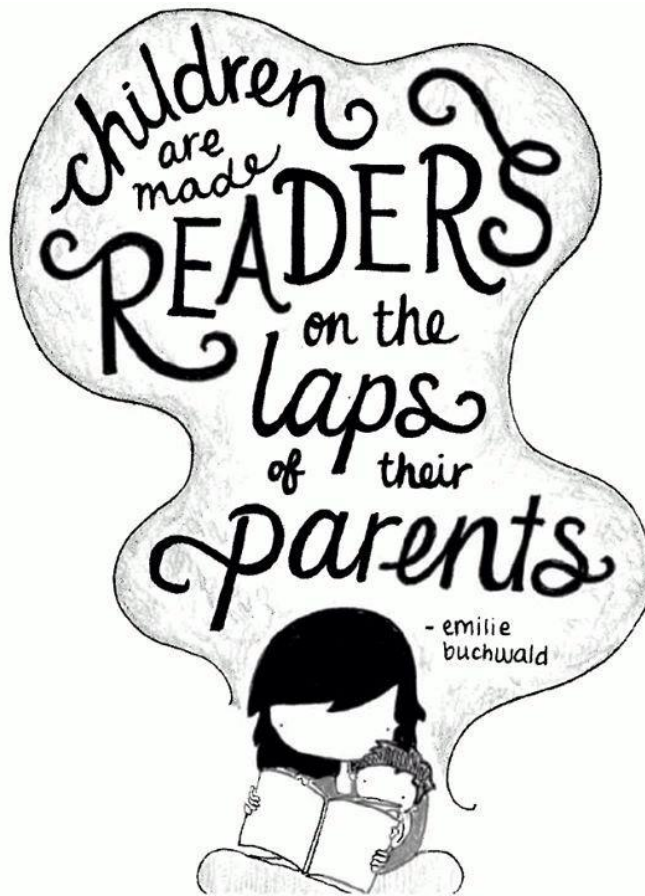


Ross Ford Elementary School

Library Handbook



Parent Edition

2022/2023

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Our Purpose

The library's mandate is to support and encourage literacy by developing and maintaining a diverse collection of picture books, junior fiction, non-fiction and reference materials. These resources support curriculum objectives and provide research and leisure reading opportunities for students. In addition, an extensive teacher resource collection is maintained to support curriculum and professional development of our staff.

Library Hours

The library is open for book exchanges every school day from 8:30 am to 12:00 noon. Students may exchange books at the following times:

- ★ During their regularly scheduled book exchange
- ★ In the morning before school starts
- ★ At morning recess

The library is not staffed in the afternoon but is open to supervised students and available for class projects & special events.

Library Policies

The following information is provided to help clarify library policies and procedures.

Book Exchanges

All classrooms have one scheduled book exchange period every 5 school days, however, students are encouraged to exchange their books as often as they wish.

Please note no food or liquids of any kind are allowed in the library.

As well, we encourage students to place books in a plastic bag before putting them into their backpacks. A significant percentage of the damage to our books occurs inside backpacks from food and liquids.

- ★ Book exchanges for students in grades 1-4 follow the 5-day rotation. It can be helpful to set up a calendar of your child's book exchange days so they can be sure to have their books returned
- ★ Kindergarten book exchanges are scheduled on a set weekday
- ★ All books are signed out for a 10-day loan period but students are encouraged to return or renew their books every week to minimize losses and overdues and develop their reading skills

Loan Limit

- ★ 2 books per student in grades 1-4 -- exceptions are made when students are working on special projects
- ★ 1 book per student in kindergarten

Overdue Books & Fines

Fines are not charged on overdue books. However, students with an overdue book will not be allowed to sign out books until the book is returned.

Once a book becomes overdue, a total of three overdue notices will be issued at one week intervals. If the book has not been returned after the third notice, it will be deemed lost and an invoice for a replacement copy issued.

Students are encouraged to return or renew their books every class book exchange period to minimize overdues.

Lost & Damaged Books

Accidents happen, we understand this. Please be assured that your child will not “get into trouble” if they lose or damage a book. At the same time, we do expect students to take responsibility for lost and damaged books and will ask parents to pay for a **replacement** copy.

If lost books are subsequently found and returned in good condition a refund will be issued.

When a book is deemed lost or damaged it's noted on your child's library account and an invoice is issued. The amount owing is then added to your online Acorn account where you can view the details and make payment.

- Damaged books will be replaced as soon as payment for the replacement is received.
- Lost books are given a grace period of 3 months for the book to be found (and any payment made refunded) before a replacement is purchased.
- Books lost from April to June will not be replaced until October of the following year.

Note: Damaged books remain the property of the school.

Lost & Damaged Books FAQ'S

Why can't I just buy a replacement for the book my child lost?

School policy only permits library staff to purchase materials for the library. As well, many of our books are purchased with special library bindings to make them more durable for heavy use. For these reasons, we cannot accept new or used copies of lost or damaged books in place of paying for a replacement copy.

Why can't I keep the damaged book I've paid for?

Your payment is for the **replacement** copy, not the damaged book. The damaged book remains the property of the library.

Also, damage to books is often due to contact with liquids or food. These books will develop mould and can present a health hazard, therefore they must be disposed of.

Placing books in a plastic bag before they go into backpacks will reduce this problem.

How is my lost/damaged book payment spent?

Monies received for lost or damaged books are used to purchase exact replacement copies whenever possible. When a book has gone out of print or is only available from third-party sellers or in a non-library format a comparable title is purchased in its place.

Book Challenges

In both its collection development policy and in resolving challenges to materials, Ross Ford Elementary School is guided by the belief that resource and reading materials should be diverse and present a multitude of ideas and points of view.

If, as a parent or guardian, you object to an item in the library's collection you have the right to request the item not be assigned/loaned to your child. Please direct your request to your child's teacher and library staff.

If you wish the item to be removed from the library entirely, you will be referred to the Principal. If the matter remains unresolved after discussion with the Principal, the procedure is as follows:

- ★ You will be asked to complete a Request for Reconsideration of Learning Resources form (AP 2-18 Exhibit 220) and file your objection with the Superintendent.
- ★ The superintendent designate will meet with you to review the resource. If a satisfactory solution cannot be reached, the superintendent designate will refer the matter to the Learning Resource Review Committee.
- ★ The Learning Resource Review Committee will review, evaluate and prepare a report to the Principal and the Superintendent.
- ★ The superintendent designate will inform all parties of the Learning Resource Review Committee's decision.

Ross Ford School Library subscribes to the Canadian Federation of Library Association's Statement of Intellectual Freedom.

Canadian Federation of Library Associations

Statement of Intellectual Freedom and Libraries

This statement may be viewed online [here](#).

The Canadian Federation of Library Associations recognizes and values the Canadian Charter of Rights and Freedoms as the guarantor of the fundamental freedoms in Canada of conscience and religion; of thought, belief, opinion, and expression; of peaceful assembly; and of association.

The Canadian Federation of Library Associations supports and promotes the universal principles of intellectual freedom as defined in the Universal Declaration of Human Rights, which include the interlocking freedoms to hold opinions and to seek, receive and impart information and ideas through any media and regardless of frontiers.

In accordance with these principles, the Canadian Federation of Library Associations affirms that all persons in Canada have a fundamental right, subject only to the Constitution and the law, to have access to the full range of knowledge, imagination, ideas, and opinion, and to express their thoughts publicly. Only the courts may abridge free expression rights in Canada.

The Canadian Federation of Library Associations affirms further that libraries have a core responsibility to support, defend and promote the universal principles of intellectual freedom and privacy.

The Canadian Federation of Library Associations holds that libraries are a key institution in Canada for rendering expressive content accessible and affordable to all. Libraries are essential gateways for all persons living in Canada to advance themselves through literacy, lifelong learning, social engagement, and cultural enrichment.

Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable. To this end, in accordance with their mandates and professional values and standards, libraries provide, defend and promote equitable access to the widest possible variety of expressive content and resist calls for censorship and the adoption of systems that deny or restrict access to resources.

Libraries have a core responsibility to safeguard and foster free expression and the right to safe and welcoming places and conditions. To this end, libraries make available their public spaces and services to individuals and groups without discrimination.

Libraries have a core responsibility to safeguard and defend privacy in the individual's pursuit of expressive content. To this end, libraries protect the identities and activities of library users except when required by the courts to cede them. Furthermore, in accordance with established library policies, procedures and due process, libraries resist efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Library employees, volunteers and employers as well as library governing entities have a core responsibility to uphold the principles of intellectual freedom in the performance of their respective library roles.

Approval History: ~ CLA: June 27, 1974. Amended November 17, 1983; November 18, 1985; September 27, 2015. CFLA-FCAB: Adopted August 26, 2016; Reviewed April 12, 2019.

Book Fairs

The library hosts a Scholastic book fair every fall. The fair is an important fundraiser for the library, allowing us to supplement our book buying budget in order to grow our collection and get more books into the hands of students. We appreciate the strong support we receive from our parent community during the fair.

Information about fair days and hours will be sent home with students and shared through social media and School Messenger when the details have been confirmed.

Please Note: The week of the fair there are no book exchanges.

Thank you for supporting the book fair.