



NAME: 04.06 LIBRARY POLICY	VERSION: 2
REVISED: APRIL 28, 2014	REVIEW: 2018-2019

REVIEW EVERY 4 YEARS

PREAMBLE

The RCS library exists as an integral part of the education program and as an extension of the classroom to provide resources for an inquiry-centered education designed to enrich students' understandings of God's creation. The RCS library will include a variety of materials offering literature from different genres, reference and resource materials and Christian perspective resources. A variety of materials is essential in order for the school to offer a suitable range of topics, perspectives and reading levels that will engage and enrich student learning.

The collection of literature and resources should be well-rounded and contain information reflecting all experiences and various outlooks in life. At RCS, students are led to understand how the Bible speaks to all areas of life and how it helps Christians address issues and challenges. It is equally important for students to be able to assess various secular philosophies and viewpoints. Therefore, the RCS library will aid students by offering access to non-Christian materials within the nurturing and supportive environment of a Christian school.

PURPOSE

1. In collaboration with classroom teachers and EAs, the library seeks to provide sequential development of information-finding skills which provide opportunities for students to become thoughtful users of information.
2. To enrich student understanding of God's creation and all areas of life by providing resources that foster learning which is not limited to course-related subject material only.
3. To provide a collection of works used to foster an appreciation and understanding of literature as a God given activity.

SELECTION

4. Library resources, both fiction and non-fiction should:
 - a. reflect a Christian perspective or secular view that supports the Mission and vision of RCS,

- b. be authoritative, current and correspond to the scope and variety of curriculum offered at the campus;
 - c. be balanced, representing a broad range of genres and life experiences, and suitable for a wide range of reading levels;
 - d. be available in sufficient quantity to meet demands placed upon it by classroom use in various areas of study;
 - e. contain Canadian content and literature that is reflective of the RCS community; and
 - f. promote balance between various subject matters which provide a wide diversity of appeal.
5. The primary responsibility for the selection of literature and resource material for the library belongs to the librarian. However, a partnership between classroom teachers and the librarian is vital in establishing a library collection that will support the teachers' curriculum.
 6. Fiction and non-fiction materials will be chosen with the developmental and cognitive levels of the campus students in mind.

CHALLENGED MATERIAL

7. Students and parents are encouraged to evaluate all available selections in the RCS library. If a parent objects to a particular resource selection it does not necessarily imply that the resource in question will be withdrawn from the school library's collection.
 - a. Parents who are uncomfortable with material in the library or who question their child's readiness to deal with topics covered in library resources are asked to discuss their concerns with their child. If deemed necessary, they should instruct their children to refrain from borrowing the resource in question.
8. Parents are encouraged to bring their concern to the attention of the librarian or the campus Principal. A formal objection can be reviewed through the procedure outlined in policy 4.6.1 Literature Selection which requires the completion of a *Request for the Review of a Literary Resource* form.
 - a. The Principal may engage the assistance of the Education Committee if a dialogue between him/her, the Librarian and the parent does not resolve the concern.

RESOURCES AND REFERENCES

9. SCSBC *Christian Pathways for Schooling*, Library Handbook.
10. Additional references and resources that are to be incorporated into library practices and procedures include:
 - a. *Copyright Act of Canada*,

- b. Ministry of Education copyright advisories, and
- c. FISA and/or SCSBC resources.

LIBRARIAN JOB DESCRIPTION

- 11. This policy must be reviewed in conjunction with the Librarian's job description.

CHANGES

- 12. Changes to this policy may need to be reflected in 4.6.1 Literature Selection.