

Library: Creative Media Space

The WRCA Library is so much more than books! This is why we call it the Creative Media Space!

This includes:

Mother Tongue Books including French, Mandarin, Japanese, Korean, Spanish, Russian and more!

Online Resource Library with easy access to National Geographic Kids, Storybook Online, Passport to the Internet, etc

Databases that can be used at school or at home including Gale Global Issues, Ebscohost, World Book Online and KnowBC

Makerspace which supports changing modes of learning, encourages a culture supporting knowledge creation rather than knowledge consumption. Makerspaces facilitate cross-disciplinary and social learning through collaboration. Our Makerspace includes opportunities for students to work with robotics, Lego and more!

General

- The library is open 8am – 4pm Monday, Tuesday, Wednesday, Friday and 9am – 4pm on Thursday. There may be occasions when the library will be closed to allow for meetings or lunch. All students are permitted to check out books before or after school or throughout the day as permitted by their class schedule.
- All students must use the library in a quiet and respectful manner.
- Food and drink are not permitted in the library.
- Library computers are to be used for school work and/or research only.

Check outs

- Maximum check outs (including textbooks):
 - Students in Grades JK - 2 may sign out 2 books at a time
 - Students in Grade 3 may sign out 3 books at a time
 - Students in Grades 4 - 5 may sign out 4 books at a time
 - Students in Grades 6 - 9 may sign out 10 books at a time
 - Students in Grades 10 - 12 may sign out 14 books at a time
- Parents and/or guardians may check out books from the library under their own name. The check out limit for parents is 10 books. Books may be checked out for 2 weeks at a time.
- Students may request books to be placed on hold at the discretion of the librarian. Books on hold are placed on the Hold Shelf and must be checked out within two weeks or they will be returned to the shelf for general check out.
- Reference books (R) may not be removed from the library (e.g. WRCA yearbooks)
- Students may renew library books at the discretion of the librarian.

Junior School Students

- Junior school students have a weekly assigned library class or book exchange time.
- Library books for Junior School are due in one week.
- Students in grades JK – 2 will be assigned a library book bag and are expected to use the book bag each week for their library books. The book bags help to prevent loss or damage to the books.

Senior School Students

- Senior School students may use the library during their spare blocks, unless there is a Junior School class during that time.
- Library books for Senior School are due in two weeks.

Lost or Damaged Books

- Students must take proper care of library materials and textbooks.
- Students that lose or damage library materials (including textbooks) will be charged the replacement cost for the item. Library fines must be settled before students will be permitted to check out any further items (including textbooks).
- Library- Overdue book process
 - 1st warning – verbal from Librarians/parent helper/teaching staff
 - 2nd- verbal, printout- overdue screen page of the student
 - 3rd - email parent final warning that book(s) need to be returned in 1 week (date) or the book will be charged to your parent account so that students can get new books
 - Final- parent account billed
- A \$5 administration fee will be added to all lost or damaged materials fees.
- All fines and fees related to damaged or missing books are nonrefundable

OVERDUE NOTICE (the month will need to be typed out each time)

Dear _____

The following item(s) are currently overdue. Please return the overdue item(s) to the library as soon as possible. If the item(s) are not returned to the library before XXX (month) your parent account will be charged the replacement cost plus a \$5 administration fee for each missing item. Please note that these fees once paid are nonrefundable.

PARENT ACCOUNT CHARGED NOTICE

Dear _____

The following item(s) have not been returned to the library and have now been marked as lost. Your parent account will be charged a nonrefundable replacement fee plus a \$5 administration fee for each item.

