

USE OF DISTRICT RESOURCES AND SERVICES

Background

The primary use for resources housed at the District Resource Centre, and for services provided by the District Resource Centre, will be to assist in the attainment of instructional goals. As this is the major responsibility of the teaching staff, loan requests initiated by District teachers must receive the highest priority, and other users will be served if the educational use is not impeded, and costs are offset.

Procedures

1. Use of resources at District schools will be negotiated with the individual building Principal and will be done within the confines of optimum student safety and District/school liability.
2. The user priority from high to low will be as follows:
 - 2.1. In-District Loans
 - 2.1.1. District teachers, and teacher(s) representing students enrolled in any Alternate School program).
 - 2.1.1.1. Teacher-on-call and student teachers will borrow materials under the regular teacher's name.
 - 2.1.1.2. Regular teachers are responsible for items borrowed by student teachers and assume liability for any and all items borrowed.
 - 2.1.1.3. Teachers-on-call assume responsibility and liability for all items borrowed.
 - 2.1.1.4. Regular teachers are also responsible for items that are circulated or borrowed by other teachers, without having informed the District Resource Centre of a change of borrower.
 - 2.1.2. Other district staff and Trustees may borrow when District student needs are not compromised.
 - 2.1.2.1. The Resource Centre will entertain requests from local businesses if there is no existing local business to assist in their need.
 - 2.1.2.2. Resource Centre loans to local businesses will be determined by the Resource Centre Coordinator.
 - 2.1.2.3. Rental fees to be determined by the Resource Centre.
 - 2.2. Out-of-District and Community Service Loans
 - 2.2.1. Out-of-district teachers, and other recognized and related groups such as CUPE, BCTF/CFTA, BCSTA and the Ministry
 - 2.2.1.1. Requests must be made through a recognized contact person.

- 2.2.1.2. Equipment is only loaned to these groups when an educational or in-service need is being met within this District.
 - 2.2.1.3. Unless otherwise negotiated with the Resource Centre, a borrowers' fee will be required per item or group of items, i.e., novel set.
 - 2.2.2. Agencies with whom reciprocal assistance arrangements have been made
 - 2.2.2.1. Application must be approved by the Resource Centre to be on the "Resource Centre Approved Borrowers List",
 - 2.2.2.2. No rental fees will apply.
 - 2.2.2.3. The Resource Centre will provide the application form.
3. Non-profit community groups
 - 3.1. The Resource Centre will determine the Resource Centre Rental fee
 - 3.2. User must be on the approved "Resource Centre Approved Borrowers List",
 - 3.3. A rental fee per item will apply as per the Resource Centre Rental Schedule.
 4. It is expected that all borrowers of materials and equipment will reserve items as far in advance as is possible, within a given school year.
 - 4.1. Teachers will receive the highest priority for requests made.
 - 4.2. Advance bookings are made when the request is received up to two (2) months in advance.
 5. All users are expected to return items by their due date unless having specifically requested an extension.
 - 5.1. Users are informed if an extension is possible, as advance bookings are determined by return dates.
 - 5.2. Users are to confirm their booking one-week in advance of the actual booking if the advance booking is more than one month in duration.
 6. The Resource Centre will attempt to guarantee reservations made for teachers within the District.
 7. For loans made to those on the Resource Centre Approved Borrowers List, every attempt will be made to guarantee the reservation with the understanding a teacher request will negate their reservation.
 8. In all cases, including school use, the borrower is responsible for lost or damaged items and will be required to replace or pay for the item.
 - 8.1. In all cases, the borrower is expected to negotiate restitution with the Resource Centre.
 - 8.2. Failing this, items not returned, or returned damaged to the Resource Centre will be automatically billed to the school.
 - 8.3. Note that the school or borrower will be charged the replacement fee for the borrowed item.

- 8.3.1. This often includes circulation rights that must be purchased for the item to be legally circulated to the schools in the District, as well as sundry charges such as gas fees for delivery to the District Resource Centre, and any other fees that the DRC might incur when securing a new or replacement purchase.
9. The Resource Centre staff will specify a return date for each transaction; the user will be expected to guarantee return of the item at the conclusion of the loan period unless an extension is successfully negotiated.
 - 9.1. After reasonable attempts have been made by the Resource Centre to contact those individuals with overdue items, the Resource Centre can revoke the privilege of borrowing until the return of the items, or a negotiated settlement has occurred.
10. Free transportation of item will be provided for District employees using the regular courier service. Other borrowers will be expected to supply the transportation and labour necessary to move items to where they are required. They will be expected to transport items in a manner that will be safe, secure and protected against the elements.

11. Service

- 11.1. Resource Centre educational services require a nominal fee for time and materials, determined by the Resource Centre, to be charged against the applicable District budget. Personal requests for services take the lowest priority. A material fee and labour cost will be applied. All equipment is to be used for educational purposes. Other requests will be accepted at the discretion of the Resource Centre Coordinator.
- 11.2. Resource Centre services may be provided to other groups and individuals at the discretion of the Resource Centre supervisory staff and will be provided only when District users will not be inconvenienced. Labour will be charged at the going rate; materials at the replacement cost.
- 11.3. A rental schedule shall be applicable to those users on the approved borrowers list, who are subject to a rental charge. Items may be added or deleted at any time and use of all items is governed by District policy. Rental fees will be established by the Resource Centre.
- 11.4. Individuals wishing the Resource Centre to purchase specific resources are required to submit the request in writing, along with three professional reviews of the item, and, if possible, the name of one other colleague who has expressed an interest in acquiring and using the item. The request item must meet BC IRP learning outcomes, and at least one learning outcome specific to the item request must be provided. Failure to do so may result in a delay in ordering, or a rejection of the request. The Resource Centre will provide request forms ([Form 253-1](#)). The request forms can be found in PDF format and are available for download on the DRC home page, under the heading Curriculum Request Form.

Reference: Sections 7, 8, 17, 20, 22, 65, 85 School Act
Copyright Act
Ministerial Order 333/99 Education Program Guide Order
B.C. Ministry of Education Learning Resources Policy July 1, 2017
ERAC Evaluating, Selecting and Acquiring Learning Resources: A Guide

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