

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 14 days for physical books and 21 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 3 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 to Powerschool. 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 School Division 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.

ORIENTATION

Library staff will provide an orientation to all incoming English 10 students at the beginning of each semester. This orientation will help to familiarize students with the library database, physical space usage and benefits of using the library. All policies, including Acceptable Use of the LLC, Cell Phone Policy, and Exam Policy, are communicated with students and posted in the physical space.

Textbook Loss or Damage Policy

If a textbook is lost, stolen, or damaged beyond reasonable repair (as determined by librarian), the responsible student/parent will be required to pay a replacement fee calculated as follows:

Replacement Cost = Current Retail Price of the Textbook

Minus 10% depreciation for each full year of the textbook's circulation age

How the fee is calculated:

- The “current retail price” is the price of a new copy of the same edition (or the most current edition if the original is no longer available).
- The “age of the textbook” is calculated from the year the textbook was put into circulation.
- Depreciation is applied at 10% per full year, up to a maximum of 70% (i.e., the minimum charge will be 30% of the current retail price).

Examples:

1. Textbook copyright 2023, current retail price \$120 Age in 2025 = 2 full years
Depreciation = $2 \times 10\% = 20\%$ Fee owed = $\$120 \times (100\% - 20\%) = \96
2. Brand-new textbook (same year), current retail price \$100 Age = 0 full years
Depreciation = 0% Fee owed = \$100

Damaged Textbooks That Are Repairable

- If the damages are repairable the student will be charged the cost of materials.

This policy ensures that students are responsible for the actual loss in value to the school while fairly accounting for normal wear and tear of older textbooks. Fees will be added to the student's Power School Account.