

School District 50: Haida Gwaii/Queen Charlotte

Policy Subject: DISTRICT RESOURCE CENTRE

Date Passed: October 1999

Date Amended: NA

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Policy No. 3630

Date Approved: November, 1999

Date Amended:

PREAMBLE

The Board of School Trustees authorizes the operation of the District Resource Centre to provide to schools and teachers instructional resource services and materials which can be provided more economically or more efficiently on a District rather than a school basis.

PROCEDURE

COMMITTEE

Composition

1. Each school shall have staff representation.
2. A Committee member may represent more than one subject/group area.
3. The District Resource Centre Advisory Committee shall consist of:
 - a. teachers appointed by the Superintendent of Schools and consisting of:
 - a Primary Teacher
 - an Intermediate Teacher
 - a Secondary Teacher
 - a Teacher Librarian

- a School Principal
- a Special Education Teacher
- b. the Resource Centre Clerk
- c. the Superintendent of Schools who shall be the Chairperson of the DRC Advisory Committee

Duties

1. The duties of the DRC Advisory Committee shall consist of:
 - a. Reviewing requests to purchase or preview
 - b. Serving as a liaison between the DRC and individual Schools
 - c. Recommending an annual operating budget allocation and level of service for the DRC
 - d. Establishing an annual operating budget for the DRC, including subject and strand categories, allocating specific amounts for each category, and determining replacement requirements
 - e. Providing direction to the DRC Clerk regarding new purchases, previews, replacements to current holdings and culling the collection
 - f. Assisting and advising the DRC Clerk on the general operation of the District Resource Centre
 - g. Reviewing the DRC operational guidelines
 - h. Advising the Superintendent of Schools on directions and priorities for the general operation of the DRC.

Meetings

1. Meetings shall be called, as necessary, to expedite DRC operations. However, three meetings per school year (once per term) shall be the minimum.
2. Travel and meal expenses of representatives shall be recognized expenses of the operation of the DRC.

COLLECTION/HOLDINGS

1. The DRC collection shall consist of audio-visual and multi-media materials

which will complement, not duplicate, school materials.

2. All holdings may be borrowed by teachers and administrators for set periods of time as determined by the DRC Advisory Committee.

3. Videos may be borrowed by members of the public for educational purposes for one week at a time.

GENERAL

1. To promote and encourage a greater awareness of the services and offerings of the DRC, orientation for newly appointed members of staff shall be available.

2. Hours of operation/access shall be:

MONDAY to FRIDAY

12:00 noon to 5:00 pm