



**SCHOOL LIBRARY**  
**INFORMATION CENTRE POLICY**

Date Approved: 1999 01 21

Projected Review Date: 2001 01

**Policy Statement:** It is the policy of The Hamilton-Wentworth District School Board that all students have access to the School Library Information Centre resources as part of an integrated curriculum.

**RESPONSIBILITY:** Superintendent of Education responsible for Library/Information Skills

**OPERATING PROCEDURES:**

1.0 The Hamilton-Wentworth District School Board shall ensure the provision of equitable access to:

- information resources,
- information technologies,
- information literacy instruction within an integrated curriculum.

2.0 The Superintendent responsible for Information Technology will oversee the review, development and implementation of a system plan for School Library Information Centres.

3.0 A School Library Information Centre Advisory Committee shall be formed with the following membership:

- |  |                                 |
|--|---------------------------------|
| 1 Superintendent                       | 1 Classroom Teacher             |
| 1 Elementary Teacher-Librarian         | 1 Trustee                       |
| 1 Secondary Teacher-Librarian          | 1 Consultant                    |
| 1 Central Board Library Representative | 1 Elementary Student            |
| 1 Info Tech Contact (I.T.C.)           | 1 Secondary Student             |
| 1 Kit Services/Media Representative    | 1 School Council Representative |
| 1 Secondary Principal/Vice-Pr.         | 1 Home & School Representative  |
| 1 Elementary Principal/Vice-Pr.        | 1 Public Library Board Member   |
|  | 1 Public Librarian              |

## TERMS OF REFERENCE

School Library Information Centre Advisory Committee members should be selected by their representative groups where such groups exist.

The School Library Information Centre Advisory Committee will meet regularly to provide advice to the Superintendent responsible for Information Technologies on the following:

- the review, development and implementation of a system plan for School Library Information Centres
- curriculum integration, planning and support
- models for delivering services
- assessment strategies to measure student proficiency in information skills
- the integration of best practices and procedures that relate to School Library Information Centres
- the automation of all School Library Information Centres with a standardized automation system
- procedures for Central Cataloguing
- new initiatives in information skills
- liaison with Public Libraries.

**Reference:** Reg.298(14.b)—Operations of Schools-General