

Administrative Procedure 250

eLIBRARY & LIBRARY PROGRAM

Background

Alberta's Goals of Basic Education identify a number of important educational outcomes that serve as a primary focus for developing programs and activities. The school library program can significantly impact the attainment of a number of these goals. Effectiveness is increased if library functions are directly integrated with the school's instructional program as a planned and purposeful learning strategy.

The Division is committed to providing students access to an effective, integrated library program supported by a wide range of carefully selected learning resources in paper and electronic formats.

Procedures

1. School library programs will be integrated with goals and objectives of the school's instruction program as set forth in the statement The Goals of Basic Education in Alberta.
2. Schools within the Division will adopt the Integrated School Library Program Model outlined by Alberta Education in their document, Transforming Canadian School Libraries to Meet the Needs of 21st Century Learners: Alberta Education School Library Services Initiative.
3. The Division will encourage the application of new technology, systems and/or procedures for improving the efficiency and effectiveness of school library programs.
4. The library program will be evaluated in accordance with Division program evaluation administrative procedures.
5. The Principal is responsible for ensuring the school library program operates in a manner consistent with the established goals and objectives and in compliance with division procedures and ministerial orders.
6. The Principal, in consultation with the Associate Superintendent - Learning Services, will develop procedures relative to:
 - 6.1 Selection of materials;
 - 6.2 Weeding of materials; and
 - 6.3 Challenging of controversial materials.
7. The selection, availability and access to all school literary materials shall comply with the Standards for the Selection, Availability and Access of School Literary Materials as set out in, Ministerial Order 034/2025.

- 7.1 School Library materials will not contain any explicit visual depictions of sexual acts;
 - 7.2 Each school will maintain a publicly available list of all school library materials, including classroom collections;
 - 7.3 School Library materials will be reviewed regularly to ensure compliance with the Education Act and the school division's policies and procedures.
8. The Principal and library personnel, in collaboration with classroom teachers, will plan together for the integration of the library program and classroom instructional program in their school.
 9. This procedure does not apply to materials brought to the school by students without the knowledge of school authority employees, nor to learning and teaching resources authorized or approved by the Minister.
 10. The Principal will ensure that all library personnel are familiar with and comply with the Black Gold School Division's Library Learning Commons Manual.

Reference: Section 3, 18, 33, 41, 52, 53, 55, 196, 197, 222 Education Act
Guide to Education ECS to Grade 12
Library Learning Commons Manual
Ministerial Order 034/2025