



YORK REGION DISTRICT SCHOOL BOARD

Procedure #NP110.0, Media Resource and Equipment Loans

The Media Resource and Equipment Loans procedure outlines how media resources and equipment are maintained and made available to staff members. The procedure ensures equitable opportunity to reserve and use approved learning media.

Stakeholder Groups with Responsibilities Under this Policy

- Director of Education
- Curriculum and Instructional Services
- Learning Resource Services and Innovations Common
- Principals, Managers and Supervisors
- Teaching staff members

Relationship to Board priorities

The Media Resource and Equipment Loans procedure addresses the stewardship of Board resources/equipment and addresses equitable access to these resources.

It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property; or partaking/volunteering in Board or school-sponsored events and activities will respect the policies and procedures of the Board. The term "parents" refers to both biological/adoptive parents and guardians in all Board policies and procedures.



Board Procedure #NP110.0 Media Resources and Equipment Loans

Procedure Statement

The York Region District School Board is committed to providing equitable access to teaching staff to reserve and use approved learning media. This procedure outlines how media resources and equipment are maintained and made available for staff use.

All resources are selected using the [Required Learning Media](#) procedure and [Selection Procedures for Learning Media: A Guide to Equity](#), in accordance with the [Intellectual Property, Copyright and Professional Services](#) policy and procedure.

Responsibilities

The Director of Education shall:

- allocate staff and resources to support the Media Resources and Equipment Loans procedure.

Curriculum and Instructional Services shall:

- participate in the selection of appropriate resources to support the Ontario Curriculum and by school needs in accordance with the Board's [Selection Procedures for Learning Resources: A Guide to Equity](#); and
- review, on a cyclical basis, media resources requested by the system, including resources which may be outdated.

Learning Resource Services and Innovations Common shall:

Media Resources Loans

- be responsible for the ongoing purchase, licensing and delivery of media resources;
- order media resources based on recommendations from staff members in accordance with the [Selection Procedures for Learning Resources: A Guide to Equity](#);
- update and maintain lists of resources and the online database of resources;
- create and provide appropriate forms and processes for ordering resources, such as but not limited to the [Booking Process](#) and [online ordering process](#);
- when a staff member submits a request;
 - reserve the resources,
 - send confirmation to the staff member by email,
 - make arrangements for delivery,
 - track resources, and
 - monitor and follow-up on lost resources, including requesting reimbursement where applicable;and
- provide for streamed media resources created by the Board and external providers such as but not limited to CBC, Discovery Channel and Learn360.

Equipment Loans

- be responsible for the ongoing purchase and maintenance of equipment;
- update and maintain lists of equipment and the online database of equipment;
- provide appropriate information and processes for booking the equipment; and
- when a staff member submits a request;

- reserve the equipment,
- send confirmation to the staff member by email,
- ensure that equipment is ready for pick-up, and
- monitor and follow-up on lost resources, including requesting reimbursement where applicable.

Principals, Managers and Supervisors shall:

- ensure that all borrowed media resources or equipment are appropriate and that physical resources are tracked, maintained and returned to Learning Resource Services and Innovations Commons according to procedure timelines;
- pay for lost resources through the school budget or ensure that teachers pay through personal means if the loss is the result of negligence; and
- immediately report any inappropriate media resources or faulty equipment to Learning Resource Services and Innovations Commons.

Teaching staff members shall:

Media Resources Loans

- use the [booking process](#) for ordering resources;
- allow approximately two-to-three business days for processing and delivery;
- immediately report any inappropriate resources provided to the school to the principal;
- use media resources in an appropriate manner to support student learning;
- return resources within the timelines outlined with the delivery of each resource;
- report any loss or damage to Learning Resource Services and Innovations Commons in a timely manner using the [Loss and Damage Report Form](#); and
- pay for any lost or damaged resources through school budget transfer or personal payment if the loss is the result of negligence.

Equipment Loans

- view equipment available for loan through the [online ordering process](#);
- email [Media Library Resources](#) to book equipment;
- pick up equipment from Learning Resource Services and Innovations Commons on the specified day during regular business hours;
- deliver the loaned equipment back to Learning Resource Services and Innovations Commons within the timelines outlined;
- report any loss or damage to the principal and Learning Resource Services and Innovations Commons in a timely manner using the [Loss and Damage Report Form](#); and
- pay for any lost or damaged equipment through school budget or personal payment if the loss is the result of negligence.

Department

Curriculum and Instructional Services

Policy History

September 1993

Revised 2008

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