

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,  
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SECTION 700 – Educational Program

**ADMINISTRATIVE PROCEDURE: LIBRARY LEARNING COMMONS  
SERVICES**

<i>PROCEDURE CODE:</i>	<i>714 AP 001</i>
<b>Policy Reference:</b> 714 – Library Learning Commons	

**DEFINITIONS**

School Literary Materials: Any materials, including books, magazines, comics, graphic novels, or other literary or graphic materials, whether in physical or electronic form, that are provided to children or students at a school.

**GUIDELINES**

1. Students and staff should have access to school library services, which are an integrated and dynamic part of high-quality learning opportunities.
2. The library learning commons provides seamless access to school library services for all students; supporting literacy and inquiry activities that are connected with curriculum.
3. Library learning commons are interactive, engaging learning environments which promote and facilitate collaboration.
4. Professional learning opportunities are provided for library learning commons staff.

**PROCEDURES**

The teaching staff under the leadership of the principal in consultation with the library staff will:

1. Ensure all library learning commons services and resources comply with Ministerial Order #034/2025 and related Division administrative procedures (AP 002 Selection, AP 003 Challenged Materials).
2. Maintain a publicly available listing of all library learning commons materials.
3. Annually review the library learning commons collection for compliance with Ministerial Order #034/2025 and Division procedures.
4. Ensure new technologies are accessible and utilised to promote student and staff learning.

5. Select and acquire resources that support curriculum and individual interests in print or digital formats for diverse teaching and learning.
6. Support information literacy skills to foster student ability to find, generate, evaluate and apply information.
7. Engage in collaborative learning opportunities with students, staff, and outside stakeholders to positively impact student learning.
8. Engage professional learning opportunities related to library learning commons services.
9. Develop a budget for the acquisition and provision of resources, equipment and services.
10. Evaluate and review the utilization of the library learning commons to ensure that it reflects the educational priorities of the school.

**Approved:** June 21, 2011

**Revised:** January 1, 2026

