

The following School District 57 (Prince George) memo—for planning purposes only—was distributed at a May 2002 meeting to discuss school closures/amalgamations. BCSSA has reprinted excerpts of three memos from the district's school operations office with guidelines on school library closures, school office closures and school closure financial issues. Many thanks to School District 57 for sharing this information with BCSSA members. Note: Original memo references to names of individuals and schools in the district do not appear on these pages.

SUBJECT: GUIDELINES FOR SCHOOL LIBRARIES SLATED FOR CLOSURE (REVISED)

MUST DOs for donor schools:

All items charged out to lost and discards **MUST** be deleted from the donor school libraries. Everything on loan **MUST** be discharged from all donor schools. Otherwise, the Unicorn system will not allow the collection to be transferred from one library to another.

Check both your XXXLOST and XXXDISCARDS user records. If there are items charged out to these users, please have them deleted from the database. Schedule your overdues to print **DAILY**, if necessary, in order to get all your library materials returned. Include your staff overdues in the June reports since most teachers have semester loan privileges.

Moving a library collection

Scenario I: One (complete) library collection to be moved from one school to another.

1. Both receiving and donor schools should **WEED** and inventory their library collection.
2. Have everything returned to your library, discharged and put back on the shelves. Note: Everything **MUST** be discharged from the donor schools. Otherwise, the DRC will **NOT** be able to do a global move of the entire collection on the system.
3. It is recommended that the teacher-librarian at the receiving school work out an arrangement with the teacher-librarian at the donor school for an appropriate time to make selections.
4. The selected items can either be tagged with the receiving school's name, remain on the shelves and wait for someone else to put them in boxes ... **OR** ...
5. The teacher-librarian can select what she wants directly from the shelves and, at the same time, put them in boxes in call # order, with the receiving school's library name marked on the boxes.
6. Steps 3, 4 and 5 may occur prior to June 28th, 2002 or at the option of the schools, may occur in September 2002.
7. These items will then be ready for shipping to the receiving school, without coming through the DRC. Note: The covering up of existing school library names on these resources is the responsibility of the receiving schools.
8. The surplus items will remain on the shelves. The DRC staff will go to each closed school, charge these "surplus" items out to the receiving school's **DISCARD** user, and then the DRC library technician will delete them from the database.

9. Absolutely no picking is allowed until the above discarding procedure is completed. Otherwise, the library database will become inaccurate.
10. After the discarding procedure is done, items remaining on the shelves will be designated as surplus. They will now be made available to the rest of the schools for general picking. Once picked, items must come through the DRC for re-cataloguing.
11. Items not picked by any other schools will be disposed of by the Property & Maintenance crew.

Scenario II: One library collection to be separated and distributed to two or more schools.

1. Both receiving and donor schools should WEED and inventory their library collection.
2. Have everything returned to your library, discharged and put back on the shelves. Note: Everything **MUST** be discharged from the donor schools. Otherwise, the DRC will **NOT** be able to do a global move of the entire collection on the Unicorn system.
3. It is recommended that the entire donor school collection be globally moved on the Unicorn system to the **primary** receiving school that will inherit the bulk of the collection. The teacher-librarians at these receiving schools will still need to confirm that this is indeed what we are going to do. (Note: This major step will **NOT** be done on the system until the official announcement is made on school closures in July.) Once this is identified—let’s say the entire school X collection is now designated on the system as school Y, the school Y librarian will pick out the resources and they are ready to be sent directly from the donor school to the primary receiving school without coming through the DRC. Note: The covering up of existing school library names on these resources is the responsibility of the receiving schools. This method will keep the physical handling of the resources to a minimum and allow us to expedite transferring the collection to receiving schools more efficiently.
4. The school Z librarian can also pick the resources that she wants from the school X collection (which are now designated as school Y resources on the Unicorn system) at the same time if she wishes. The resources picked by the school Z librarian, however, have to be shipped to the DRC for editing (i.e., changing the library code from school Y to school Z).
5. The rest of the collection will remain on the shelves at the closed school (in this example, school X) for the DRC staff to come on site and charge them out to DISCARDS (i.e. school Y DISCARDS).
6. Steps 3 and 4 may occur prior to June 28th, 2002 or at the option of the schools, may occur in September 2002.
7. Absolutely no picking is allowed until the above “discarding” procedure is completed. Otherwise, the library database will become inaccurate.
8. After the discarding procedure is done, items remaining on the shelves at the closed schools will be designated as surplus. They will now be made available to the rest of the schools for general picking. Once picked, items must come through the DRC for re-cataloguing.
9. Items not picked by any other schools will be disposed of by the Property & Maintenance crew.

Scenario III: Dual track collection (French and English) moving to another school.

1. Both receiving and donor schools should WEED and inventory their library collection.
2. Have everything returned to your library, discharged and put back on the shelves. Note: Everything **MUST** be discharged from the donor schools. Otherwise, the DRC will **NOT** be able to do a global move of the entire collection on the system.
3. The DRC will separate the two collections on the system by language.
4. It is recommended that the French and English collections be physically separated on the shelves if at all possible by June 28, 2002.
5. It is recommended that the teacher-librarian at donor school work out an arrangement with the teacher-librarian at receiving school for an appropriate time to make selections.
6. The items can either be tagged with the receiving school's name, remain on the shelves and wait for someone else to put them in boxes ... **OR** ...
7. The teacher-librarian can pick and choose what she wants and at the same time, put them in boxes in call # order, with the receiving school's library name marked on the boxes.
8. Steps 5, 6 and 7 may occur prior to June 28th, 2002 or at the option of the schools, may occur in September, 2002.
9. These items will then be ready for shipping to the receiving school, without coming through the DRC. Note: The covering up of existing school library names on these resources is the responsibility of the receiving schools.
10. The surplus English items will remain on the shelves. The DRC staff will go to the school to charge them out to the DISCARD user of the receiving school and then the DRC library technician will delete these items.
11. Absolutely no picking is allowed until the above discarding procedure is completed. Otherwise, the library database will become inaccurate.
12. After this discarding procedure is done, items remaining on the shelves will be designated as surplus. They will be made available to the rest of the schools for general picking. Once picked, items must come through the DRC for re-cataloguing.
13. The surplus French items can be sold to the French board if they are interested. Otherwise, our immersion schools can do the picking if they so wish.
14. Items not picked by any other schools will be disposed of by the Property & Maintenance crew.

Scenario IV: Schools with no libraries

It is recommended that these schools do not take part in the first round of the selection process. Continue with the rotating collection from the DRC.

Library Computer Hardware

1. Donor schools: Please leave the circulation counter computer AS IS in the library. The DRC staff will need to use it for charging items out to DISCARDS.
2. It is highly recommended that PCs and laser scanners are to replace MACs and wands (if they are available from donor schools), to make way for the new graphical user interface (GUI) client for all schools that only runs in a Windows environment.

Textbooks and Novels

1. All textbooks and novels (that are barcoded) **MUST** be discharged on the library system.
2. Any textbooks that are not barcoded can be picked and shipped directly to any school. The covering up of existing school names on these resources is the responsibility of the receiving schools.
3. If schools receiving this type of resource would like their textbooks and/or novels catalogued and barcoded, please contact the DRC library technician prior to shipping them to the DRC for cataloguing.