



AP 250 Learning Commons Education

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Background

The Learning Commons Administrative Procedure supports the mission, vision, and values of Calgary Girls Charter School and is aligned to the Learning Commons guidance from Alberta Education (2014) in alignment with Board Policy 2. Since 2003, CGCS has offered a Learning Commons that has evolved to support the needs of learners.

The goal of the Learning Commons is to enable all students to be “engaged thinkers and ethical citizens with an entrepreneurial spirit. The concept of a learning commons is a shift in thinking from a library as a physical space that is a repository of books, to an inclusive, flexible, learner-centred, physical and/or virtual space for collaboration, inquiry, imagination, and play to expand and deepen learning.” (Alberta Education, 2014)

The CGCS Learning Commons is an agile and responsive teaching and learning environment that addresses both individual and group needs. The CGCS Learning Commons is closely managed and evaluated to ensure that the physical space as well as its print and digital resources support literacy, numeracy, competency development, and student learning outcomes. The CGCS Learning Commons is a centre of collaborative planning, teaching, and assessment.

Definitions

Learning Commons: “A learning commons is a whole school approach to building a participatory learning community. The library learning commons is the physical and virtual hub of the school.” (Leading Learning: Standards of Practice for School Learning Commons in Canada (2016-2023))

Procedures

1. The administration team or designate will develop a Learning Commons Program Plan as part of their annual school planning process. Administration is responsible for planning, implementation, and evaluation of its Learning Commons program. Stakeholder engagement is an important part of the overall process.
2. Learning Commons Collection and Instructional Resources
 - a. Fiction and Non-Fiction resources contribute significantly to the achievement of outcomes stated in courses, programs of study, or educational initiatives. The principal or designate will

ensure ongoing evaluation and addition of print and digital resources and will consider links to curricular outcomes, student interest, and support for literacy.

- b. CGCS Learning Commons should provide access to current and relevant resources. Sufficient quantities will be provided to accommodate the developmental levels of all students.
- c. CGCS library collection should reflect diverse authorship and content.
- d. CGCS Learning Commons will support and maintain a Professional Library for staff.

3. Information and Communication Technologies

- a. CGCS Learning Commons will utilize technology to maintain an online public access catalogue (OPAC) and to manage print materials.
- b. The principal will encourage and promote community partnerships to resource the Learning Commons.
- c. CGCS Learning Commons at the discretion of the principal or their designate, will house appropriate technology for the maintenance of the library collection.

4. Professional Development

- a. The principal will encourage and support ongoing professional learning for Learning Commons staff relevant to their role and responsibility.
- b. Learning Commons staff will provide instruction to staff and students to develop skills for Learning Commons use in alignment with Alberta Education directives.

5. Cataloging Procedure and Standards for CGCS Learning Commons

- a. Cataloging will be done in accordance with the Library of Congress Classification System (LCCS) (Dewey decimal classification (DDC)). These practices and procedures will be reviewed yearly by the Learning Commons staff.
- b. The principal will ensure the effective use and evaluation of its library management system (LMS). These practices and procedures will be reviewed yearly with the Learning Commons staff.

6. CGCS Learning Commons will be provided a yearly budget for materials, subscriptions, licences and supplies.

7. CGCS Learning Commons will implement procedures for dealing with controversial materials. (See [AP 205 Controversial Issues](#))

- a. Teachers and Learning Commons staff will consult: [ELA Gr. 4-12 Novels and Nonfiction Listing](#)
- b. Regular review will be undertaken by Learning Commons staff using the CREW method (continuous review, evaluation and weeding)
- c. Parents are encouraged to regularly review their students' selections from the CGCS Learning Commons.
- d. Informal reconsideration of materials may take place at school level.
- e. Formal reconsideration of materials may take place at the Board level.

Reference: Provided