

Learning Commons and Library Governance Procedure

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Category:	Information and Technology Management
Parent Policy:	E06
Approval Date:	November 24, 2020
Effective Date:	November 24, 2020
Procedure Owner:	Director, Teaching and Learning Centre of Innovation

Overview:	The following procedures outline the governance of the Learning Commons space, the Library, and the services provided within.
Procedures:	<p>Assets</p> <ol style="list-style-type: none"> 1. The physical and virtual space will be governed in adherence to the employee code of conduct, student code of conduct, and the memorandum of understanding between Olds College, Chinooks Edge School district and the Olds High School . The Director, Teaching and Learning Centre of Innovation, and Learning Commons Supervisor will ensure the space provided will comply with the governance policy. The space will be available for use by primary clients as well as members of the public. 2. Furnishings will be maintained and provided to ensure the space is conducive to a healthy and productive workspace for Learning Commons users. 3. Physical and Digital Resources will be evaluated and maintained in accordance with A44 - Library Collection Development 4. Technological devices will be maintained in collaboration with the Information Technology Services department to ensure primary clients have access to relevant pieces of technology in accordance with the Olds College academic direction. 5. Staff with appropriate training and knowledge will fall under the purview of the Director, Teaching and Learning Centre of Innovation, and be provided to ensure the services available are provided in a satisfactory

manner

6. **The Learning Commons hours of operation** will be reflective of student, staff, and faculty requirements according to relevant data collected through historical and anecdotal records to ensure the Learning Commons time is used in an efficient and appropriate manner.
7. **The budget** for the Learning Commons and Library will be managed by the Director, Teaching and Learning Centre of Innovation, in accordance with the needs of the institution to support the academic direction of students, faculty and staff.

Services

1. All Information provided to and collected from students, staff, and faculty will adhere to Olds College policy A18.
2. All services provided will aim to further the Olds College strategic direction and mandate as well as the needs of students, staff, and faculty of Olds College. In addition, services provided will coincide with the memorandum of understanding between Olds College, Chinooks Edge School Division, Olds High School, and the Community Learning Campus to ensure these stakeholders clients have access to the services agreed upon.
3. The Learning Commons provides an environment encouraging the access to academic support services for students, staff and faculty of Olds College.
4. Library Services are made available to students staff and faculty of both Olds College and Olds High School as well as members of the public and will be provided by staff of the Teaching and Learning Centre of Innovation. Development of additional library services will fall within the guidelines of policy [A44 - Library Collection Development](#), as well as consultation with Olds College staff and Faculty, and the Olds High School.
5. Technical support will be diagnosed and triaged by the Service Desk personnel and elevated to the correct member of the Information Technology Services team as necessary. Student, staff, and faculty personal devices are not supported by the Service Desk.
6. The MakerSpace services will be available to students, faculty, staff, and members of the public as co-ordinated by the Learning Commons Supervisor. Academic projects will be given priority within the MakerSpace.
7. The individual and group study spaces, meeting rooms, and open areas are bookable in accordance with [A45 Bookable Assets Policy](#)

Definitions:

Library Collection

- Any item cataloged within the library system including items that are long term and short term loans, or are non-circulating for use within the Learning Commons

Physical Resources

- Items within the Library Collection including but not limited to: books, magazines, academic journals, documents, specimens, or other tangible and physical items housed in the Learning Commons for academic purposes

Digital Resources

- Items within the Library Collection or curated by the Library team that are not physical in nature. This includes: eBooks, audio books, electronic journals, online video assets, and databases.

Technological Devices

- Items within the Library Collection that are determined as pieces of technology such as: laptops, tablets, computer accessories, virtual reality goggles, and cameras
- Equipment within the library such as: desktop computers, 3D printers, virtual reality computers

Service Desk

- The main customer facing staff of the Learning Commons. Responsible for circulation of the Library Collection and for providing technical support and triage

MakerSpace

- Comprised of physical space and resources the MakerSpace aims to provide tools, knowledge, and an environment for client innovation, creative thinking, and problem solving

Related Information:

[A44 Library Collection Development](#)

[A18 Access to Information Procedure](#)

[A45 Bookable Assets Policy](#)

[Alberta Education. Learning Commons Guidelines. May 2014.](#)

[Government of Alberta. Department of Education. Ministerial Order \(#001/2013\)](#)

Review Period:

5 years

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