

# Information & Library Services

## ILS Professional Library

### ILS Role

*...to create a supportive environment that empowers RCS staff in their mission to nurture student learning & achievement; to support students on their journey to becoming lifelong learners having the capacity necessary to thrive in an unpredictable world*



**ILS Website:** <http://www.rcsd.ca/moodle>

Explore department services: Professional Library; Mandarin OPAC; Online Resources; School Libraries; Reading; Copyright & PPR; and, department news. Access to R.O.V.E.R.—the Ministry online streaming service—is also available through this website.

### Professional Library:

- DVDs/video recordings
- Guided reading resources
- Professional books and teaching aids
- Theme kits & book props
- Elementary ELA/interdisciplinary theme kits
- Band & choral music; melody bells
- Professional journals
- And much, much more!

### Resources @Your Fingertips

The ILS e-Newsletter, *Resources @Your Fingertips*, is published on an ongoing basis and is dropped into your Outlook with a link to the newsletter. Each issue highlights one or two new resources.

<http://rcsdilsnews.edublogs.org>

### Textbooks

Kindergarten to grade 8 textbooks are catalogued and deployed through ILS. High schools supply their own textbook resources.

### Equipment

A small collection of equipment is available for use including digital cameras, video cameras, microphones, lighting, and screens.

### Resources Online

ILS maintains a Moodle website containing access to subscription databases, encyclopedias, e-books, newspapers, and links to reputable websites. A website link is available from all school websites as well from Moodle. Look for the "world with key" graphic.



### Technical Services

All elementary resources and most high school resources are catalogued and processed centrally through ILS.

## ILS Team

☎	Joanne Beltramini Coordinator	273
☎	Val Gerrard Library Technical Services Manager (Technical Services, Mandarin, & Accelerated Reader Support)	278
☎	Jessica Schoenroth Library Technician & Administrative Assistant (Accelerated Reader & Technical Services)	211
☎	Courtney Bucsis Library Technician (Acquisitions & Technical Services)	538
☎	Lia Kim Library Technician (ILS Professional Library & Book Display)	372

☎	Kelly Leggott Library Technician (Technical Services)	274
☎	Rowena Masaooy Library Technician (Technical Services Textbooks, Curriculum Documents & Journals)	354
☎	Irene Robinson Media Assistant (ILS Resource Bookings & Weekly Delivery)	228

Elementary Library Assistants  
Paula Lennox, Colleen Stone & Diane Trefiak

### Hours of Operation

8:15 a.m. to 4:30 p.m.  
(Monday through Friday)  
Summer 8:00 a.m. to 4:00 p.m.



## Locating Resources



To locate resources housed at Information and Library Services, simply follow the directions outlined in the

handouts: **Mandarin M3** and/or **Mandarin Web OPAC**.

Ask your teacher-librarian for assistance in searching the school library collection and/or the collections of other schools.

Interlibrary loans are available. Ask your teacher-librarian for assistance.

## Booking Resources

ILS resources may be booked up to a year in advance. Bookings for a new school year are opened up during the third week of June.

### ILS Professional Library

- Determine your resource needs by completing an online search of the ILS Professional Library.  
< [library.rcsd.ca](http://library.rcsd.ca) >
- Complete the *ILS Professional Library Booking Form* and forward it to Irene Robinson.
  - ◇ [i.robinson@rcsd.ca](mailto:i.robinson@rcsd.ca)
  - ◇ 791-7228
  - ◇ 352-9330 (fax)

### Professional Journals

- A limited selection of academic journals is available for circulation. A journal list and interest form is emailed to teachers in mid-September. To have your name included on a routing list, complete the form and return it to ILS.
- Professional journals are also available online through *Resources Online*. Check out *Education Source*, *CBCA Education*, and *Expanded Academic ASAP*.

### Equipment

If you know your exact equipment needs, contact Irene Robinson (228) for the booking. If you need assistance determining your equipment needs, contact Rob Bredin (229) or Mike Maddigan (229) before contacting Irene.

## Grey Bin Delivery Service

Resources booked through ILS are sent to schools and returned to ILS via the system delivery service.

- On Friday, resources are packed into **grey bins** for delivery.
- Bins are picked up at ILS and dropped off at schools beginning early Monday morning.
- Grey bins, filled with returns, are picked up beginning early Monday morning and returned to ILS Monday afternoon.

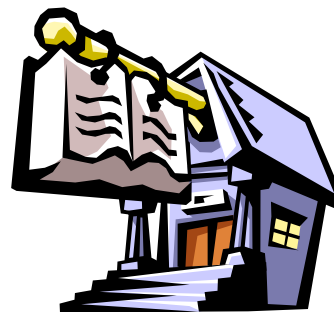


### Important

Resources **MUST** be booked by Friday noon in order to make the Monday delivery.

### Supporting Student Learning

Information & Library Services  
1027-B College Avenue  
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[j.beltramini@rcs.sk.ca](mailto:j.beltramini@rcs.sk.ca)



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