



# Administrative Procedure 4610 Library Resource Cataloguing

Responsibility: Chief Information Officer, Information Technology Services

Related References: [AP 4550 Budget Transfers](#)  
[AP 4690 School Generated Funds](#)  
[AP 4110 Selection and Reconsideration of Educational Materials](#)

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## 1. Preamble

This procedure outlines cataloguing as related to Insignia, the Board's integrated library system.

## 2. Procedures

### 2.1 Elementary School Library

#### 2.1.1 What is catalogued

All resources purchased through the centrally managed resource funds will be in alignment with Board priorities. These resources will be catalogued for each school library.

#### 2.1.2 What is not catalogued

Resources purchased through additional funds or grants, or donated outside of the process identified in section 2.1.1, will not be catalogued in the integrated library system. However, they may be used as non-barcoded classroom resources.

### 2.2 Secondary School Library

#### 2.2.1 What is catalogued

All resources purchased through the School budget or funds will be in alignment with Board priorities. These resources will be catalogued for Secondary school libraries.

#### 2.2.2 What is not catalogued

Resources that are in alignment with Board priorities that are donated, self-published or acquired outside of the process identified in section 2.2.1 will not be catalogued in the integrated library system. However, they may be used as non-barcoded classroom resources.