



ELEMENTARY RESOURCE CATALOGUING

Responsibility: *Superintendent, Student Achievement & Well-Being
Senior Manager, Information Technology Services*

Legal References:

Related References: *AP4550 Budget Transfers
AP4690 School Funds
AP4110 Selection and Reconsideration of Educational Materials*

Revisions: *September 2020*

Reviewed: *March 2016*

1. Preamble

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

2. Procedures

2.1 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.

2.2 What is not catalogued

Resources purchased through additional funds or grants, or donated outside of the process identified in section 2.1 will not be catalogued in the integrated library system, but may be used as non-barcoded classroom resources.