LEARNING COMMONS GOVERNANCE AND MANAGEMENT

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

Category:	E. Information & Technology Management
Parent Policy:	E06
Approval Date:	January 15, 2024
Effective Date:	January 15, 2024
Procedure Owner:	Director, Teaching & Learning Centre of Innovation

Overview:	The following procedures outline the governance of the Learning Commons space, the Library, and the services provided within.
Procedures:	**Assets** 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 for the Chinook's Edge School Division and Olds College of Agriculture & Technology Library/Learning Commons which will ensure the space provided complies 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 policy A44 Library Collection Development. 4. Technological devices will be maintained in collaboration with the Information Technology department to ensure primary clients have access to relevant pieces of technology in accordance with the College academic direction. 5. Staff with appropriate training and knowledge will fall under the purview of the Director, Teaching & 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 students, 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 & Learning Centre of Innovation, in accordance with the needs of the institution to support the academic direction of students, staff and faculty.
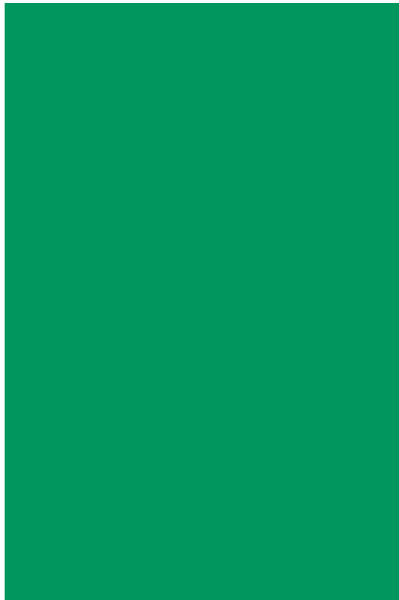
Services

1. All Information provided to and collected from students, staff and faculty will adhere to the College policy A18 Information Access and Protection of Privacy.

2. All services provided by Teaching & Learning Centre of Innovation (TLCI) will aim to further the College's strategic direction and mandate as well as the needs of students, staff and faculty of the College. In addition, services provided will align with the Memorandum of Understanding for The Chinook's Edge School Division and Olds College Library/Learning Commons to ensure these stakeholder's clients have access to the services agreed upon.

3. The Learning Commons provides an environment encouraging the access to academic and Indigenous support services for students, staff and faculty of the College.

4. Library Services are made available to students, staff and faculty of both the College and Olds High School and will be provided by staff of TLCI. Development of additional library services will fall within the guidelines of policy A44 Library Collection Development, as well as consultation with the College's staff and faculty, and 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 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, staff, faculty and members of the public as coordinated by the Manager, Educational Technology & Learning Commons. 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 policy A45 Bookable Assets.

8. Indigenous services, supports and activities are provided by the Indigenous Services team to students, staff, faculty and the community.

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 and 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: Comprising physical space and resources the MakerSpace aims to provide tools, knowledge and an environment for client innovation, creative thinking and problem solving.

Indigenous Services: encompasses the staff, services, supports and activities delivered by the Indigenous Services department.

Related Information:	A18 Access to Information Procedure A44 Library Collection Development A45 Bookable Assets Policy Alberta Education Learning Commons Guidelines May 2014
Review Period:	3 years
Revision History:	New: November 2020 Revised: January 2024