

Bienvenidos al Centro de Recursos del Español **Welcome to the Spanish Resource Centre**

Información sobre el Centro de Recursos del Español **Spanish Resource Centre Access Information**

Through an agreement between the Ministry of Education of Spain, the Institute for Innovation in Second Language Education (IISLE) at Edmonton Public Schools and the University of Alberta, a Spanish Resource Centre has been established in Edmonton, Alberta, Canada. The Spanish Resource Centre is located at the Institute for Innovation in Second Language Education, at the Languages Centre at Woodcroft, located at 13750 Woodcroft Avenue, in Edmonton, Alberta.

Goals of the Spanish Resource Centre

- To make available to teachers, coordinators and administrators of bilingual education, of Spanish as an International Language, of Spanish for Spanish Speakers and of Spanish as a Second Language, including students and staff of the University of Alberta, a broad collection of books and didactic materials, both printed and audiovisual.
- To establish a loan system that allows the educational institutions and educators, including the students and staff of the University of Alberta, to use these bibliographical and audiovisual resources.
- To maintain a permanent exhibit of books and other materials that may be visited by different educational institutions or individuals.
- To organize workshops, seminars and work groups on topics related to the teaching of Spanish language and cultures in all its facets.
- To promote and participate in all initiatives deemed useful and convenient to favor the acquisition and good use of Spanish and to increase both its academic and social prestige.
- To promote and program cultural activities such as lectures, conferences, film festivals, round tables, exhibits, etc.

The Resource Centre Collection

The resources of this Spanish Resource Centre include:

- A large collection of print, electronic, multimedia teaching and learning materials;
- Bibliographic and reference materials to support the teaching, learning and research in Spanish language and culture teaching and learning;
- A selection of representative Spanish literature in prose, theatre and poetry, with a special focus on contemporary authors and poets from across the Spanish-speaking world;
- A wide repertoire of materials representing the wide range of Spanish-speaking cultures of the world;
- Contemporary Spanish-language audio-visual resources (such as films, documentaries, and music);
- Reference Materials

These resources can be accessed at this time through the Institute for Innovation in Second Language Education (IISLE) website at:

<http://languages.epsb.ca/en/languages/spanish/spanish-resource-centre>

General Information

Library Facility Access Hours

The library is open from Monday to Friday from 8:30 a.m. to 5:00 p.m. The Spanish Resource Library is closed on weekends and holidays.

Access to the Spanish Resource Library after regular hours is possible through advanced booking. To access the Spanish Resource Library after hours, please contact the Spanish Resource Centre.

Location:

The Languages Centre at Woodcroft
13750 Woodcroft Avenue, NW
Edmonton, AB T5M 3M4

PH: 780-970-5207 | FAX: 780-452-4996 | Email: spanishresourcecentre@epsb.ca

Usage

All members of the public may view the resources at the Spanish Resource Centre.

The ABIES system used in the Spanish Resource Centre enables users to access the Spanish Resource Library at any time, over the Internet.

To borrow materials, potential patrons must complete a User Registration Application. Upon satisfactory completion of the User Application Form, Registered Users will be provided with a personal identification number to enable on-line access, and the borrowing of materials.

For educational institutions and educators involved in Spanish language education, Educational Institution Memberships and Individual Memberships are available to enable loans within the province of Alberta. Administrators, instructors, professors, teachers and consultants may also place Reserve Requests.

Educational Institutional Users

Educational institutions may become users of the Spanish Resource Centre. The initial loan period for educational institution loans, including shipping time in both directions, is 6 weeks. If there is no existing request from another member, educational institution members may renew for up to an additional 6 weeks.

Individual Users

Individuals may become users of the Spanish Resource Centre. The initial loan period for individual users is 3 weeks. Should there be no existing request, individual users may renew for an additional 3 weeks.

Special Reserve Requests

Resources may be requested to be placed on special reserve by administrators, instructors, professors, teachers and consultants. Placing an item on reserve will enable it to be held at the front desk of the Spanish Resource Centre for viewing and using only within the Spanish Resource Centre, and will block any user from borrowing the item(s) during the reserve period. Please contact the Spanish Resource Centre for further information at 780-970-5207.

EDUCATIONAL INSTITUTION USER POLICY

General

- Access to materials by Alberta's International Spanish Academies (ISA's) will be prioritized.
- Only universities, colleges, public school districts, charter schools, private schools and other educational institutions in the province of Alberta may obtain the educational institutional membership to the Spanish Resource Centre.
- No monetary deposit is required to acquire an educational institutional membership.
- The principal or lead administrator of the educational institution must complete and sign the Educational Institution User Registration form.
- The institution will assume responsibility for the materials borrowed on loan by the persons listed on their institution's application form.
- By signing the application form, the institution and those persons listed on the Educational Institution User Registration form agree to comply with all library rules and regulations, to pay all fines, to be responsible for any loss or damage to materials, and to provide immediate notice of any change of information.
- Institutional members do not need to renew their membership on an annual basis.
- Membership will be maintained until 2 years of inactivity have passed. After two years of inactivity, membership will be automatically removed.



EDUCATIONAL INSTITUTION USER POLICY

Loan rules

- All items borrowed under the educational institution's user registration are the responsibility of the institution.
- Users will not be able to borrow items when:
 - ❖ the item is classified as "reference materials" or "consultant resources"
 - ❖ there are overdue, damage or lost charges to be paid
 - ❖ there are overdue items to be returned
 - ❖ the borrower has reached the maximum number of items in total.
- The maximum number of single items per user acting on the institution's behalf is 30 in total.
- The maximum number of kits per user acting on the institution's behalf is 1 in total. Each set has no limit of items.
- The loan period is 6 weeks for all items and kits.
- All materials may be renewed once for an additional 6 weeks, unless there is an existing reserve request for those materials.
- Should materials not be available, a reserve request can be placed by contacting the librarian for an additional 6 weeks as long as:
 - ❖ there are no overdue, damage or lost charges to be paid
 - ❖ there are no overdue items to be returned
 - ❖ the item is not classified as "reference materials" or "consultant resources"
 - ❖ the user hasn't reached the maximum number of items in total.
- The user may request materials if:
 - ❖ there are no overdue, damage or lost charges to be paid
 - ❖ there are no overdue items to be returned
 - ❖ the user hasn't reached the maximum number of items in total
- The user will be notified by email when the requested materials are available to be picked up or sent.
- The Spanish Resource Centre will send the requested materials to the institutions that have requested materials, if the institution is outside of the metropolitan Edmonton area.
- The Spanish Resource Centre will cover the costs of shipping the Spanish Resource Centre loan materials to the institutional users for all institutional users outside of the metropolitan Edmonton region. The institution is responsible for the return shipping costs.
- Materials must be returned to the Spanish Resource Centre in due time.
- The educational institution will be charged \$3.00 per kit per day and \$0.50 per item per day for items other than the kits, for any overdue materials.
- Materials that are already overdue may only be renewed after the due date if there is no existing reserve request.
- The educational institution will be charged a replacement fee for lost or damaged items of \$50.00. These charges may increase to reflect the real value of the replacement of the lost items.
- Refunds are available if a lost catalogued item is found within 30 days. Overdue charges are non-refundable.
- Any person acting on behalf of the educational institution will not be able to borrow, renew or request any materials until the charges resulting from overdue, damaged or lost materials are paid by the institution.
- The Spanish Resource Centre is not responsible for any damages to equipment arising out of, or during, use of borrowed audiovisual materials, or through the shipping processes.

EDUCATIONAL INSTITUTION USER REGISTRATION FORM

Institution:	
Authorized Institution Representative:	
Institution Address	
Street Address:	
City:	Postal code:
Province:	Country:

Mailing Address (if different from Institution Address)	
Street Address:	
City:	Postal code:
Province:	Country:

Phone Number:	Other:
Fax:	
Email:	

I am aware and agree with the attached Spanish Resource Centre policies. My institution assumes responsibility for the materials borrowed by the Educational Institution Users listed in the table attached.

- I will notify the Spanish Resource Centre of any change of address, phone number, or email.
- I understand that I will supervise the use of the User card and associated personal identification number.
- I understand that overdue fines are \$3.00 per day per kit, and \$0.50 per day for other items.
- I understand that I am responsible for ensuring that all names listed in the table attached follow the policies established by the Spanish Resource Centre.
- I understand that the replacement costs will be charged for any lost, damaged, or unreturned materials. This will include a \$50.00 processing fee, plus any overdue fines that have accumulated. These charges may be increased to reflect the real value of the replacement of the lost items.
- I understand that one educational institution membership has a limit of 25 users.
- Each user may access a maximum of 30 individual items and 1 kit.

I understand and accept these terms.

Date:	Signature:
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Please submit this form either by fax or mail to The Languages Centre at Woodcroft,
ATTN: Spanish Resource Centre

EDUCATIONAL INSTITUTION USERS REGISTRATION FORM

Institution:		
	<i>Name</i>	<i>Email Address</i>
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Date:	Signature of Institution Representative:
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INDIVIDUAL USER POLICY

General

- Access to materials by Alberta's International Spanish Academies (ISAS) will be prioritized.
- Only administrators, teachers, instructors and post-secondary students involved in Spanish programs in universities, colleges, public school districts, charter schools, private schools and other educational institutions in the province of Alberta are eligible to become individual users.
- A \$25 deposit (non-refundable) is required from individual users at the moment of registration.
- The applicants complete and sign the application form and provide a valid address and valid contact details.
- By signing the application form, the individual user agrees to read carefully all policies of the Spanish Resource Centre, to comply with all Spanish Resource Centre rules and regulations, to pay all fines, to be responsible for any loss or damage to materials, and to provide immediate notice of any change of address.
- Institutional members do not need to renew their membership on an annual basis.
- Membership will be maintained until 2 years of inactivity have passed. After two years of inactivity, membership will be automatically removed.



INDIVIDUAL USER POLICY

Loan rules

- All items borrowed under the user's registration are the responsibility of the user.
- If the borrower is under 18 years of age, the parent or guarantor is responsible for any fines or replacement charges.
- Users will not be able to borrow items when:
 - ❖ the item is classified as "reference materials", "consultant resources" or "kits"
 - ❖ there are overdue materials, damaged materials or lost charges to be paid
 - ❖ there are overdue items to be returned
 - ❖ the user has reached the maximum number of items in total.
- The maximum number of items per user are 3 in total.
- The loan period is 3 weeks for all items.
- All materials may be renewed once for an additional 3 weeks as long as
 - ❖ there are not overdue items to be returned
 - ❖ there is no existing request for those materials
 - ❖ the borrower has not reached the maximum number of items in total
 - ❖ there are not overdue, damage or lost charges to be paid
- The user may request materials if:
 - ❖ the item is not classified as "reference materials", "consultant resources" or "kit"
 - ❖ there are not overdue, damage or lost charges to be paid
 - ❖ there are not overdue items to be returned
 - ❖ the user has not reached the maximum number of items in total
- The borrower will be notified by email when the requested materials are available to be picked up.
- Individual borrowers must come to the Spanish Resource Centre to pick up the requested materials within business hours.
- Materials must be returned to the Spanish Resource Centre in due time within business hours; after-hours returns are not accepted.
- The user will be charged \$0.50 per item per day for overdue materials; overdue materials cannot be renewed.
- The user will be charged a replacement fee for lost or damaged items of \$50.00. These charges may increase to reflect the real value of the replacement of the lost items.
- Refunds are available if a lost catalogued item is found. Overdue charges are non-refundable.
- User's borrowing privileges will be suspended until charges resulting from overdue, damaged or lost materials are paid in full.
- The Spanish Resource Centre is not responsible for any damage to equipment arising out of, or during, use of borrowed audiovisual materials.

INDIVIDUAL USER REGISTRATION FORM

Last Name:	First name
Address:	
City:	Postal Code:
Province:	Country:

Mailing Address (if different from Home Address):	
City:	Postal code:
Province:	Country:

Daytime Phone Number:
Other Phone Number(s):
Email:

I have read and agree to the attached Spanish Resource Centre policies:

- My library card and/or UserID is required for all library transactions.
- A \$25 deposit is required at the moment of registration.
- I will notify the Spanish Resource Centre of any change of address, phone number, or email.
- Fines are \$.50 per item per day.
- I am responsible for either returning or renewing my books while I am on work term. Failure to do so will result in the accumulation of fines.
- I understand that the replacement costs will be charged for any lost, damaged, or unreturned materials. This will include a \$50.00 processing fee, plus any overdue fines that have accumulated. These charges may be increased to reflect the real value of the replacement of the lost items.

I understand and accept these terms.

I wish to receive information on new services and upcoming events on the Spanish Resource Centre through the email address indicated in this form.

Date:	Signature:
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Please submit this form either by fax or mail to The Languages Centre at Woodcroft,
ATTN: Spanish Resource Centre

MATERIAL REQUEST FORM FOR EDUCATIONAL INSTITUTION USERS

Name of User:		
Name of Institution:		
User Card ID Number:		
Street:		
City:	Province:	Postal Code:
Phone number:	Fax number:	
E-mail address:		

This form serves as a request to borrow multiple materials from the Spanish Resource Centre.

Please note the following:

- The maximum number of single items per user acting on the institution's behalf is 30 in total.
- The maximum number of kits per user acting on the institution's behalf is 1 in total. Each set has no limit of items.
- The loan period is 6 weeks for all items and kits for Educational Institutional Users.
- The user may request materials if:
 - ❖ there are no overdue, damage or lost charges to be paid
 - ❖ there are no overdue items to be returned
 - ❖ the user hasn't reached the maximum number of items in total
- All materials may be renewed once for an additional 6 weeks, unless:
 - ❖ there are overdue, damage or lost charges to be paid
 - ❖ there is an existing request for those materials.
 - ❖ there are overdue items to be returned
 - ❖ the item is classified as "reference materials" or "consultant resources"
 - ❖ the user has reached the maximum number of items in total.
- The user will be notified by email when the requested materials are available to be picked up or sent.
- The Spanish Resource Centre will send the requested materials to the institutions that have requested materials, if the institution is outside of the metropolitan Edmonton area.
- The Spanish Resource Centre will cover the costs of shipping the Spanish Resource Centre loan materials to the institutional users for all institutional users outside of the metropolitan Edmonton region. The institution is responsible for the return shipping costs.
- Materials must be returned to the Spanish Resource Centre in due time.
- The educational institution will be charged \$3.00 per kit per day and 50 cents per item per day for items other than the kits, for any overdue materials.
- Materials that are already overdue may only be renewed after the due date if there is no existing reserve request.
- The educational institution will be charged a replacement fee for lost or damaged items of \$50.00. These charges may increase to reflect the real value of the replacement of the lost items.

MATERIAL REQUEST FORM FOR EDUCATIONAL INSTITUTION USERS

ITEMS (30 items maximum)			
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Date:	Signature:
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