

CAN Provincial Resource Centre Guidelines

Searching the Catalogue

The PRC materials are grouped into 10 categories:

1. **CHILD:** Children's picture books.
2. **TEEN:** All books written for adolescents, including fiction, non-fiction and biography.
3. **BIO:** Works mainly or entirely consisting of biographical material, including autobiographies and collective biographies.
4. **LESS:** Works that are primarily lesson plans or activities, and often intended for classroom use.
5. **MANU:** Handbooks and manuals that are arranged for ready reference and consultation, often intended for teachers and therapists.
6. **FIC:** Fiction, novels and short stories.
7. **NF:** Non-Fiction, all non-fiction works that are not lessons or manuals.
8. **DVD:** Information and entertainment DVDs.
9. **CD:** Music CDs and software CD-ROMs.
10. **GAME:** Board games, card games and flashcards.

Each category can be browsed in the catalogue by searching the abbreviation; for example, by entering **MANU** in the search bar, every resource in that category will be listed.

The search bar defaults to **All Words**, a keyword-type search that looks for your search term in the whole catalogue record.

The catalogue can also be searched by title, author, and subject either through the simple "Standard" search which allows for one search term, or by constructing a complex search through the "Advanced" search screen.

Searching Examples:

- Select **Call Number** from the drop-down menu, and enter **child** in the search bar. Results return all the picture books for children.
- Select **Author** from the drop-down menu, and enter **Grandin** in the search bar. Results return all materials by Temple Grandin.
- Select **Subject** from the drop-down menu, and enter **Aspergers** in the search bar. Results return all materials about Asperger's syndrome.
- Select **All Words** from the drop-down menu, and enter **school** in the search bar. Results return all materials that reference schools.

Once a search has been run, the results appear in a list of short versions of the catalogue records. A detailed record can be viewed by clicking on the title of an item. The **Holdings** indicates the number of copies of the resource in PRC, and the **Available** indicates the number currently on the shelf.

Clicking **Add to Clipboard** adds the selected title to a list which can be reviewed later, by selecting **Clipboard** at the top of the page. This list can be copied and pasted into an email of loan requests. Click **Clear Clipboard** to remove the list.

PRC Loan Policies

Loan Period and Limits:

All materials are on loan for three weeks, plus mailing time. Each member is allowed to have a maximum of **five** items on loan at one time. In addition, up to **five** items may be placed on reserve / hold.

Renewals:

All items may be renewed **once**, extending the loan period to six weeks. A request for renewal must be sent by email to CAN prior to the expiry of the original three week loan.

Fines and Penalties:

There are no late fees charged. However, members who have overdue resources will have their membership privileges suspended and will not be able to register for CAN programs. Members with overdue materials will be sent a reminder email.

Responsibility for Replacement:

Members are responsible for the replacement cost of lost or irreparably damaged materials. In the case of multi-part items, the member is responsible for the entire cost of replacement if any part is lost or damaged.

Mailing Procedures:

Materials are mailed to members using Canada Post's pre-paid envelope system. The package will include the pre-paid return envelope. Over-sized items will be mailed in boxes, with the return slip included.