

Instructional Resources Unit



Connecting Teachers with Learning Resources

Web Site:

<http://libinfo.merlin.mb.ca>

Online Catalogue:

<http://libcat.merlin.mb.ca>

Instructional Resources Unit (Library)

The Instructional Resources Unit (IRU) provides Manitoba Kindergarten through Senior 4 educators with curriculum implementation support, educational research and professional development materials; Manitoba Department of Education, Citizenship and Youth staff with essential library services; teachers-in-training with library services as preparation for teaching; and all of the above, including the general public, with library services to facilitate lifelong learning and parental involvement.

The activities of the Unit focus on improvement in teaching practices and student learning; increased use of educational research and practice to improve decision making in the classroom and in educational administration; and increased emphasis on resource-based learning as an educational model in schools.

CLIENTELE

The Library serves Manitoba educators who include:

- educators and various school personnel, Kindergarten to Grade 12
- school administrators, superintendents and trustees
- individuals in Kindergarten to Senior 4 education-related associations
- the chairperson or designate of a school’s Advisory Council for School Leadership or Parent Council
- post-secondary students in education programs
- staff of Manitoba Education, Citizenship and Youth
- educators in community-based language schools
- registered home schooling parents

HOURS			
September – May		June, July and August	
Monday & Thursday:	8:30 a.m. – 5:00 p.m.	Monday – Thursday:	8:30 a.m. – 4:30 p.m.
Tuesday & Wednesday:	8:30 a.m. – 8:00 p.m.	Friday:	9:00 a.m. – 4:30 p.m.
Friday:	9:00 a.m. – 5:00 p.m.	Saturday & Sunday:	Closed
Saturday:	8:30 a.m. – 4:00 p.m.		
Sunday:	Closed		
Closed all Saturdays of long weekends.		Closed all statutory holidays.	
Closed all Saturdays in December & May.			
Media Booking: Opens at 8:00 a.m. Monday – Thursday Closes at 4:45 p.m. every Monday, Thursday and Friday			

A 24 hour drop-off bin is located at the Wall Street entrance.

How to Access Library Resources

- **For Books, Multi-Media Kits, Audio Cassettes and Compact Discs**

Contact: **Reference and Information Services**

Telephone: 945-7830

Toll Free (800) 282-8069, ext. 7830

Fax: 945-8756

Email: iruref@gov.mb.ca

Postage is paid both ways by the IRU.

- **For Periodical/Journal Articles**

Contact: **Reference and Information Services**

Telephone: 945-5076

Toll Free (800) 282-8069, ext. 5076

Fax: 945-8756

Email: iruref@gov.mb.ca

- **For Videorecordings, CD-ROMs, DVDs, 16mm Films and Selected Kits**

Contact: **Media Booking**

Telephone: 945-7849

Toll Free (800) 592-7330

Fax: 945-8756

Email: irucirc@gov.mb.ca

Schools receiving resources from Media Booking through the federal mail will be invoiced for the mail-out costs of the resources from IRU. Return postage continues to be paid by IRU.

- **For Videorecordings with Duplication Rights (With Duplication VT #s)**

Contact: **Media Duplication Services**

Telephone: 945-7880

Toll Free (800) 282-8069, ext. 7880

Fax: 945-8756

Email: irudub@gov.mb.ca

- **Further Information on our Resources**

IRU develops bibliographies of resources on specific subjects. New titles are continuously added to these bibliographies and are flagged within the bibliographies as **New!**. These documents are available on the web site at: <http://libinfo.merlin.mb.ca> Click on Library Publications, Bibliographies and Catalogues.

Reference and Information Services

The IRU's resources support the implementation of Kindergarten through Grade 12 curriculum, best practices, education research and professional learning for teachers. The collection consists of over 175,000 books, videorecordings, kits, audiocassettes, compact discs, DVDs, government publications and over 250 periodical titles.

Services

- Internet access to our Online Public Access Catalogue (OPAC) at <http://libcat.merlin.mb.ca>
- Assistance and instruction in the use of the OPAC.
- Quick and in-depth information and detailed searches on collection resources as well as consultations.
- Access to topical bibliographies.

Electronic Databases

Use of electronic databases is provided exclusively for Manitoba Kindergarten to Grade 12 educators and administrators.

- Access to the electronic databases of the IRU's Virtual Education Information Service at <http://libcat.merlin.mb.ca>
- Databases available for searching include **Educational Resources Information Center (ERIC)**; **Canadian Business and Current Affairs (CBCA) Fulltext Education (full text journals)**; **Gale Infotrac (full text journals)**; **Canadian Research Index**; **Global Books in Print**; **A/V Online**; and **Mental Measurements Yearbook**.
- Assistance in the use of research databases.

Troubleshooting

- Access to the research databases of the IRU is password protected. Contact Reference and Information Services if you require a user name and password.
- Only four users may log in at one time. Additional logins may receive an error message indicating that the maximum number of users has been reached.
- An automatic time-out will occur after 10 minutes if the database is no longer being accessed. Please log out when you finish your search.

Contacts

- For information regarding the use of library resources, including electronic databases, contact Reference and Information Services at 945-7830; toll free (800) 282-8069, ext. 7830; email: iruref@gov.mb.ca

Multicultural Education Resource Collection

Resources

The Multicultural Education Resource Collection (MERC) includes resources for multicultural education, English as a Additional Language, Aboriginal languages and cultures, Aboriginal perspectives, heritage languages, anti-racist, Holocaust and human rights education.

Resources include government publications, bibliographies, educational research, studies and reports, classroom activities, bilingual stories, dictionaries, and heritage language materials.

The MERC collection is available for in-library use only. Corresponding copies of most of these resources are available for loan from the main collection of the IRU. Additionally, the IRU has Canadian and international journals on multicultural education and second language instruction.

Services

- Internet access to our Online Public Access Catalogue (OPAC) at <http://libcat.merlin.mb.ca>
- Quick and in-depth information and detailed searches on collection resources as well as consultations.
- Assistance in the selection of Aboriginal, multicultural, Holocaust and anti-racist resources for classroom use and for building school library collections.
- Assistance in classroom activities in all areas of multicultural and anti-racist education.
- Referrals to sources of information at other libraries, agencies and organizations.
- References to the human resources existing within Manitoba's ethnocultural community.
- A meeting room for use by community and educational groups. To reserve the meeting room, phone 945-8715, toll free (800) 282-8069, ext. 8715.

Contact

- For information regarding the use of the Multiculture Educational Resource Collection, contact Reference and Information Services at 945-7830; toll free (800) 282-8069, ext. 7830; email: iruref@gov.mb.ca

Circulation Policies

General Policies for Borrowing Resources

- Individual, not institutional, registrations are required.
- Registrations can be made in-person, by phone, mail, fax, or email.
- The Library reserves the right to request identification for registration purposes and to use other sources (Professional School Personnel file, university registration files, Home School enrolment file) to verify address, work location and/or eligibility for Library privileges. This verifying information is for the internal use of the IRU only and will remain confidential.
- Patrons are eligible to borrow only on their own number.
- Individuals are responsible for all resources borrowed until they are returned to and received by the Library. Patrons will be required to pay for resources damaged or lost in use or in transit to the Library.
- Registration with the Library is subject to acceptance of the policies and procedures outlined above.
- The Library reserves the right to limit the number and types of resources borrowed.

These policies apply to the loan of books, kits, records, models, audio cassettes, audio CDs, picture sets, and games.

- Specific borrowing limits have been placed on the following resources:
6 audio CDs; and/or 6 audio cassettes; and 6 Big Books
- Resources may be borrowed free of charge. Postage, if required, is paid both ways by Manitoba Education, Citizenship and Youth.
- Patrons borrowing by mail should return resources in the original packaging, if possible. Free postage return labels are enclosed with each order and should be affixed to each parcel.
- Most resources are circulated on a four-week loan basis, except for resources listed under the Western Canadian Protocol (WCP), which have a three-week loan period. The due date is indicated on the "DATE DUE" card inside the front cover. Resources may be renewed provided that they are not WCP or Manitoba Call resources, are not overdue, and holds have not been placed for them.
- Resources must be returned on or before the due date. All Library privileges, including media bookings and media duplication, will be suspended if the resources are not returned.
- The Library cannot accept advance bookings of these resources. It is advisable to request resources two weeks prior to the required time and request that a reserve be placed on the resources if they are not currently available. Resources will either be sent to the patron or Library staff will contact the patron as soon as the resources become available. Individuals are requested to contact the Library if the resources reserved for them are no longer required.
- Periodicals are not available for loan.
- To request these resources, contact Reference and Information Services at 945-7830, or toll free (800) 282-8069, ext. 7830. To request by mail, fax, or email use the Resource Request Form.

Resource Request Form

Not to include
Media Duplication or
Media Booking Requests

Telephone: 945-7830
Toll Free: (800) 282-8069, ext. 7830
Fax: 945-8756
Email: iruref@gov.mb.ca
Online catalogue: <http://libcat.merlin.mb.ca>
Web site: <http://libinfo.merlin.mb.ca>

**Education, Citizenship and Youth
Instructional Resources Unit**
Library
Reference & Information Services

Patron Information (please print)

Date Patron Number

Name

School/Organization

Address

City/Town Postal Code

(204) _____
Phone Number Fax Number

Email

Your name and patron number *must* be provided. If you are not registered with the Library, please include your home address, home telephone number and your teaching certificate number. This information is strictly for internal use and will remain confidential.

Indicate delivery method: (check one)

- School Division Courier
- Mail
- Personal Pickup

When: _____

Subject Request Grade Level: _____

Title Request

Call Number/Author Title

Please copy this form as required (on 8 1/2" x 11").

Circulation Policies (continued)

Circulation Policies: Media Booking

These policies apply to the loan of videorecordings, CD-ROMs, DVDs, 16mm films and selected kits which are available through Media Booking Services.

- Media bookings are made for a one-week period. Resources may be renewed once for an additional loan period provided the items are not late and there are no concurrent bookings.
- The delivery and return method for resources must be established at the time of booking. Schools or individuals receiving resources through federal mail will be invoiced for the cost of the outgoing postage.
- Resources must be sent back on or before the "ship by" date on the packing slip. Failure to do so will result in suspension of all Library privileges and the cancellation of the title for the next patron.
- Teachers-in-training must book these resources through their co-operating teacher.
- The Media Booking Schedule is based on a two-term system and indicates the dates when items can be booked in advance.
- To request items, contact Media Booking Services at 945-7849, or toll free (800) 592-7330. To request by mail, fax, or email use the Media Booking Reservation Form.

Media Booking Form

Video/CD-ROM/DVD/Film

Telephone: 945-7849
 Toll Free: (800) 592-7330
 Fax: 945-8756
 Email: irucirc@gov.mb.ca
 Online catalogue: <http://libcat.merlin.mb.ca>
 Web site: <http://libinfo.merlin.mb.ca>

**Education, Citizenship and Youth
 Instructional Resources Unit**
 Library
 Media Booking

Patron Information (please print)

_____	_____
Date	Patron Number

Name	

School/Organization	

Address	

_____	_____
City/Town	Postal Code

_____	_____
Email	Phone Number

_____	_____
Signature	Fax Number

Your name and patron number *must* be provided. If you are not registered with the Library, please include your home address, home telephone number and your teaching certificate number. This information is strictly for internal use and will remain confidential.

BOOKING SCHEDULE:

The booking schedule is based on a two-term schedule. Beginning in August resources may be booked for use up to the end of January. Beginning in December resources may be booked for the remainder of the school year.

**Indicate delivery method:
 (check one)**

- School Division Courier
- Mail
- Personal Pickup

Booking Number	Title (one per line)	Date Requested (5 day loan period)	If unavailable, book first available date (Y/N)
1. ___/___/___	_____	_____	<input type="checkbox"/>
2. ___/___/___	_____	_____	<input type="checkbox"/>
3. ___/___/___	_____	_____	<input type="checkbox"/>
4. ___/___/___	_____	_____	<input type="checkbox"/>
5. ___/___/___	_____	_____	<input type="checkbox"/>
6. ___/___/___	_____	_____	<input type="checkbox"/>
7. ___/___/___	_____	_____	<input type="checkbox"/>
8. ___/___/___	_____	_____	<input type="checkbox"/>
9. ___/___/___	_____	_____	<input type="checkbox"/>
10. ___/___/___	_____	_____	<input type="checkbox"/>
11. ___/___/___	_____	_____	<input type="checkbox"/>
12. ___/___/___	_____	_____	<input type="checkbox"/>

Please copy this form as required (on 8 1/2" x 11").

Media Duplication Services

The IRU currently has the duplication rights to approximately 1353 videorecordings and 234 prepackaged multiple title videorecordings. Some programs are now available for duplication in DVD format as well. The Media Duplication Services of the IRU directly serves Kindergarten to Grade 12 educators, administrators and school library personnel; other education-related professionals in Manitoba; teachers-in-training and the chairperson or designate of a school's Advisory Council for School Leadership or Parent Council. Independent Study Program students must purchase video programming directly from the Distance Learning and Information Technologies Unit.

To receive copies of videorecordings, schools must order them from Media Duplication Services using the 2006-2007 Media Duplication Order Forms, available online at:

<http://www.edu.gov.mb.ca/k12/iru/services/mediadup/forms.html>

- For a list of video titles, visit the Online Catalogue at <http://libcat.merlin.mb.ca> Check **SCOPE**, "Media Duplication Titles," enter your search word(s), click on **SEARCH**.
- The duplication fee of \$15.00 per tape includes high quality T-60 tape, handling fees, the 7% PST and the 7% GST.
- The following programs are exceptions to the above fee:
Glorious and Free, which is \$18.00 (available in VHS and DVD);
Copy Right!, which is \$19.00; and
News in Review Subscription which is \$160.00 (available in two formats VHS and DVD)
Separate order forms for these three special priced items are available online.
- The Media Duplication Services supplies the videotapes. Blank tapes will not be accepted.
- The Media Duplication Services dubs only in VHS format at SP (Standard Play) mode.
- A maximum of two programs with a total recorded time of 60 minutes or less is recorded per tape. Exceptions are multiple title prepackaged videos (VT-8000 series) which may not be combined with other titles. Lists of the multiple packages can be found at:
<http://www.edu.gov.mb.ca/k12/iru/services/mediadup/index.html>
- Payment may be made using your divisional/district MTBB account, VISA or MasterCard credit cards, school division/district purchase order, cheque, money order or cash. Payment **MUST** accompany the order.
- Send orders to the Library's Media Duplication Services, not to the Manitoba Text Book Bureau.
- A fax of a purchase order will be treated as an original. **Do not send the original after the fax has been sent.**
- Written copyright permission must accompany any school-supplied master tape sent for duplication.
- For Reference Assistance, call 945-7830; toll free (800) 282-8069 ext. 7830.
- To request items, contact Media Duplication Services at 945-7880, toll free (800) 282-8069, ext. 7880; Fax: 945-8756; email: irudub@gov.mb.ca

Media Duplication Order Form 2006/2007

Main Floor, 1181 Portage Avenue
Winnipeg MB R3G 0T3
Telephone: 945-7880
Toll Free: (800) 282-8069, ext. 7880
Fax: 945-8756
Email: irudub@gov.mb.ca
Online catalogue: <http://libcat.merlin.mb.ca>
Web site: <http://libinfo.merlin.mb.ca>

**Education, Citizenship and Youth
Instructional Resources Unit**
Library
Media Duplication Service

Patron Information (please print)

Your name and patron number must be provided. If you do not have a patron number with the Library, please indicate home address, home telephone number and teaching certificate number (if applicable). This information is strictly for internal use and will remain confidential.

_____ (204) _____
Date School Phone Number

_____ _____
Patron Name Patron Number

_____ _____
City/Town Postal Code

_____ (204) _____
Contact phone # for personal pick-up.

NOTE: A maximum of two (2) programs, with a total recorded time of 60 minutes or less, is allowed per tape. Exceptions are multiple title videos (VT-8000 series) which will not be combined.

Duplication Number	Title	Time
VT-___/___/___/___	_____	___/___
VT-___/___/___/___	_____	___/___
VT-___/___/___/___	_____	___/___
VT-___/___/___/___	_____	___/___
VT-___/___/___/___	_____	___/___
VT-___/___/___/___	_____	___/___
VT-___/___/___/___	_____	___/___

Payment by: (fill in one only)

1 _____
_____/_____/_____/_____
MTBB Acct. # Authorized Signature

2
 VISA - or - MASTERCARD No.
_____/_____/_____
Print Cardholder Name Expiry Date

Authorized Signature

3 __ Attached Signed Purchase Order
4 __ Attached Cheque/Money Order
(Payable to MTBB)
5 __ Enclosed Cash

VHS tape(s) will be provided by the MTBB. Send your duplication order to the Library at the above address.
Type Quantity x Cost = \$Total Cost
T-60 _____ x \$15.00 = \$_____

NOTE: The \$15.00 fee includes a high quality 60 minute tape and handling charges. PST and GST are included for all items; however PST/GST will not be charged if you use available funds in your Curricular Materials Grant Account at the MTBB. The adjustment for PST/GST will be made by the MTBB.

Prices good through March 31, 2007
Please copy this form as required (on 8 1/2" x 11").





Use “Identification” and then “Subscriber Services” to access your patron files, current loans, and messages from the Library, as well as to make suggestions for Library purchases.

Online Catalogue: <http://libcat.merlin.mb.ca>

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*Your comments/concerns
would be appreciated to assist us
in improving our services and resources.*

*Comment Cards
are located in the Library at
the Circulation Desk*

or

Online at:

<http://www.edu.gov.mb.ca/k12/iru/feedback.html>