

**Rationale:**

All staff and students have access to an NNDSB Virtual Library. Each of our secondary school libraries maintains a virtual library web page; our elementary students have access to our Primary or Junior/Intermediate Virtual Library. Each VL is open 24 hours a day and 7 days a week, available from both home and school. Each virtual library web page contains thousands of dollars worth of subscriptions for our students – subscriptions to online encyclopedias, magazines, newspapers, maps, e-books, video, TV and radio transcripts, bibliographic citation generators and more. These resources are complete, accurate, reliable and safe; they are part of the “deep” Internet which is controlled, ad-free and subscription based.

In addition to leading our students to accurate information, our virtual libraries offer our students equal resources regardless of their location

**Procedure:**

Research projects should be created whenever possible to take full advantage of subscription information on our Virtual Libraries. Not every project requires all 7 steps and our library staff can assist staff and students as they decide which steps to use for specific projects. VL information should also be used in order whenever possible:

1. Encyclopedias to get “the big picture” and who, what, when, where, why information. Our subscriptions provide accurate, ad-free, bias-free data. Encyclopedias generally come in a variety of reading levels

- a. Encyclopedias often provide weblinks to other good sites. Staff and students should use caution in stepping beyond the encyclopedia in TJ -29.77 -1.15 Td [(our)3( c)4(

