

Information for staff

2012



We are here to help!

We can help you plan lessons

We can help you plan assessments

We can help you teach research and note taking skills

**We can teach you (and your students) to use
information and communication technologies**

We can recommend a book to help you to unwind

We can help you find resources to teach different topics

We manage the library space so everyone can make fair use of it

We manage equipment for everyone to share

Contents

What a Teacher-Librarian can do for you

Staff

Map

Classes in the library

- Areas and booking
- Class conduct
- Librarians
- Wide reading

Students on notes

Equipment loans

- Making a booking
- Computer bookings
- DVD & Video
- Digital equipment
- Class sets
- Book tubs

Photocopying

Contact us!

what a teacher-librarian can do for you

In partnership with you I can help your students achieve better learning outcomes.

Teacher-librarians are well placed to offer practical **strategies for interdisciplinary learning**, as well as providing an engaging environment for personal learning and effective resource management that supports individual learning across all of the three strands of the Victorian Essential Learning Standards and current curriculum approaches.

You and your students have access to a **vibrant print and electronic resource collection** in our school library. You can recommend materials for purchase. So can your students. It is, after all, your library. Teacher-librarians can help you decide which materials are best suited to you and your students' needs.

Library staff are the best resource in the library. Library staff can help you plan a unit of work, find a resource, integrate ICT into your teaching, or answer a reference question. Teacher-librarians can help you cater for individual learning styles, abilities and cultural differences through access to a wide range of print and electronic resources.

Collaborative planning will help you and your students succeed. Teacher-librarians can teach your students the information literacy and research skills they need to successfully complete an inquiry-based project. Teacher-librarians will work with you to integrate the thinking dimensions of interdisciplinary learning - reasoning, processing and inquiry, creativity and reflection, evaluation and metacognition.

Providing and promoting quality reading experiences enables students to develop an interest in reading for pleasure. Teacher-librarians can help you improve your students' literacy by recommending a wide range of reading opportunities that your students will enjoy. Ask about reading challenges, genre lists, webquests and book clubs.

Need help to engage students and use technology effectively? Need to create a podcast, a blog or a wiki or want online links for a curriculum topic? Teacher-librarians have an in-depth knowledge of how ICT, particularly Web 2.0, can be used to engage your students and enhance their learning.

Visit the school library. Not only does your library open a world of information with links to the local and global community, but it provides an ambient learning environment for you and your students to pursue your academic and personal interests.

School libraries make a difference. There is a large body of research that shows teachers and teacher-librarians planning and teaching collaboratively can improve student learning outcomes. Have a look at www.slav.schools.net.au

Teacher-librarians can help you make a difference.



slav

School Library Association of Victoria

West Staff

Teacher Librarians

Robyn Saltmarsh

- ✓ Manager West Library
- ✓ Is available in the library Monday to Thursday.
- ✓ Can sign purchase requests for heads of departments.



Beata Clark

- ✓ Co-ordinates booklist and resource purchasing
- ✓ Teaches information skills & wide reading classes
- ✓ Provides ICT curriculum support



Honor Gillies

- ✓ Teaches information skills & wide reading classes
- ✓ Provides ICT curriculum support



Library Technicians

Kerry Bradley & Alycia Faife

- ✓ Can record TV (and some Foxtel) programs for use in class
- ✓ Help you use AV equipment
- ✓ Process new library acquisitions



Just so you know...

East Staff

Teacher Librarians

Molly Kamba

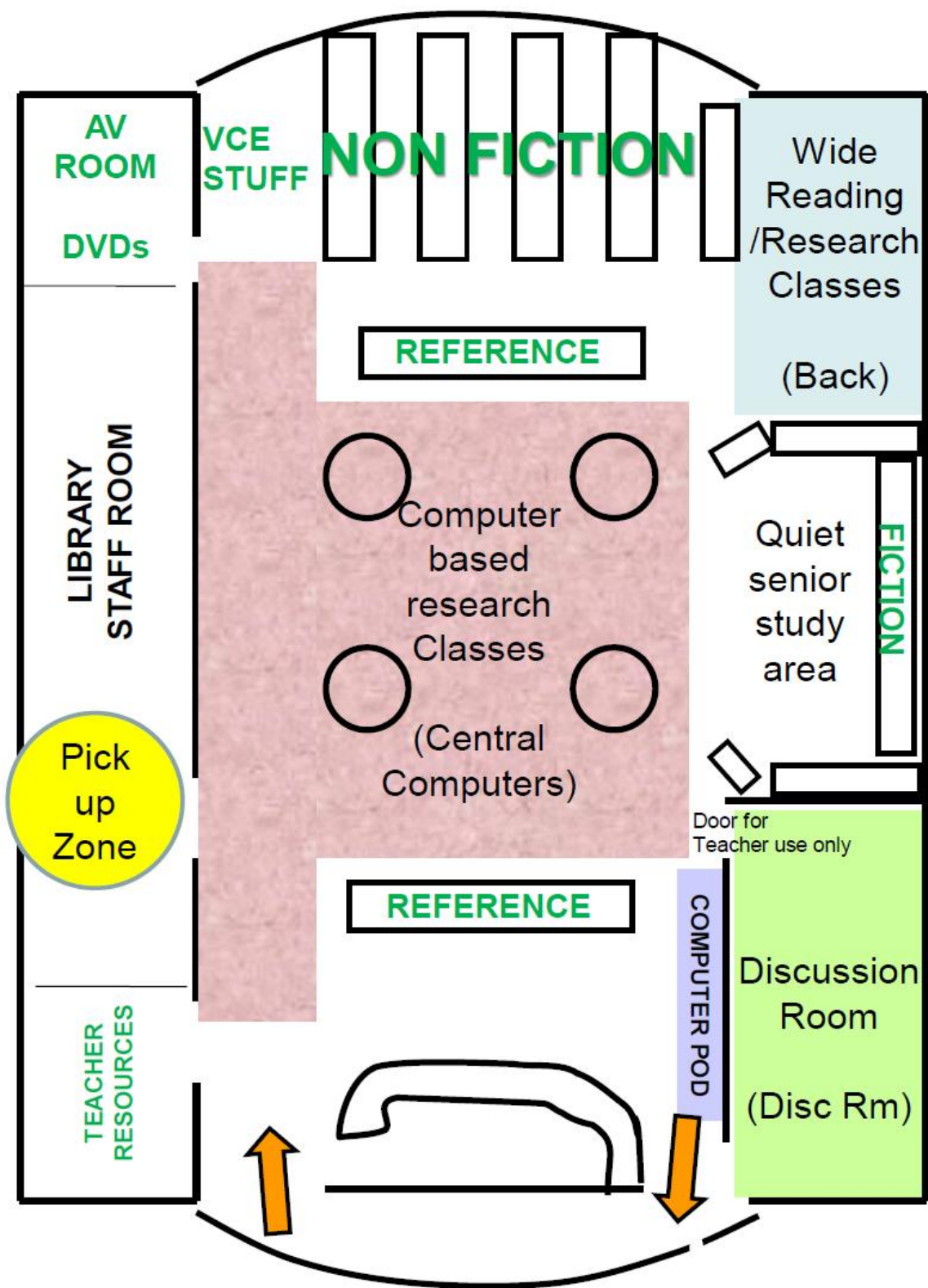
Lisa Burger

Library Technicians

Thuy Tran

Alycia Faife

And sometimes you'll see West Staff there too!



West Library Zone Map*

*NOT TO SCALE**

** or particularly accurate

Classes in the library

There are 2 class areas in the Library; **the Wide Reading and Research Area** and the **Computer area**. Both these areas should be booked on the **BookIt** computer system (See Equipment Loans - Bookit for further information). However, if the Library is booked out for the times you want, we are very happy to create a box of books for you to take to your class room. See Equipment Loans – Book tubs for further information.

The Wide Reading and Research Area is the very back corner of the Library. It is generally used for silent reading English classes. It can be used for research classes where classes do not need to use computers to complete their work or research. It is not intended as a general classroom space as the acoustics make it difficult to give lengthy instruction and use of AV materials can be very disruptive to the other class.

The Computer Area includes the tables and chairs in front of the Reference shelves and the 21 computers in the center and on the **LEFT** hand side of the Library. **It does not include the POD computers near the discussion room or the imacs**– these are for students on passes. Again, it is not intended as a general classroom space but as one for supported research and project work. Students are **not permitted to play games** on the library computers during class time.

Librarians are bookable too! It is a good idea to discuss with us any research project your classes are undertaking **before** bringing your class into the Library. Teacher-Librarians are available to work with you and your class in a range of ways to improve information literacy skills and assist in the location of resources. We can also:

- Provide a Pathfinder (or set of digital links) for your students tailored to your assignments.
- Teach note taking skills using a data grid to educate students in note-taking and referencing procedures that avoid plagiarism.
- Prepare bibliographies or tubs of books.
- Teach search engine optimization
- Introduce electronic databases: The Library subscribes to a number of educational electronic databases such as *Ebsco and Echo on Line*. Password details of access for our subscription databases are available from the library.

Class conduct

Please make sure your classes are asked to wait quietly outside the Library for you to arrive. When you arrive please come in first so previous classes can depart calmly and we can let you know about any sudden changes to library spaces.

The library is a large shared space, unlike a classroom. When your class is in the Library please make sure that they work in a quiet manner that does **not disrupt other students and staff** in the Library. Your class may be asked to leave if this cannot be achieved.

At the end of your lesson, please make sure that all the tables and chairs are returned to their original arrangement. We would ask that all resources the students use in your class be **returned to the trolleys**, not shelves, as we can then ensure that the resources are returned to their specific area.



Wide reading

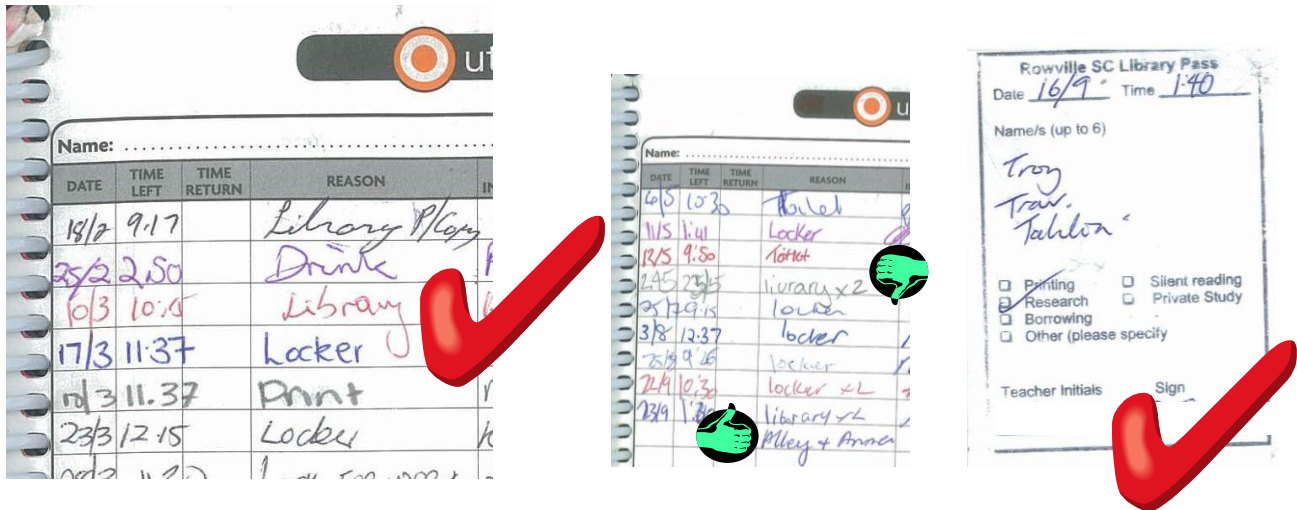
All year 7 to 9 classes are timetabled into the library for a **Wide Reading** class once per cycle. Please see one of the Teacher Librarians if you would like to book other classes into the library for Wide Reading sessions on a permanent or casual basis.

There are teacher-librarians available at various times during the week to give a talk to your wide reading class.

There are a wide range of lesson activities and themes we can deliver that help wide reading meet your curriculum needs. These may include genre exploration, author focuses, new books, picture fiction, great beginnings, how to choose a good book and many more. We can also organize activities such as “The Reading Game” for junior students and a “Readers Cup” or other competitions for students in years 7-10 across home groups or classes. Please work with us to deliver the best class possible for your classes needs.

Students on notes

All students must have a **note in their own diary** or a Library Pass and must sign in at the front desk after speaking to the Teacher-Librarian on duty.



Only 6 students from a single class are permitted at the one time. If you need to send more in the one period, put a time limit on the first group that you send.

It is not acceptable to send students who have finished their work to the library to have “free time” or play games on the computers.

Any student NOT WORKING will be **sent back to you** with a note in their diary and/or an email following.

Please note: the POD computers fill very quickly at the start of each lesson and the Library computers are nearly always booked for a class **meaning there may not be computers available for your students.**

Equipment loans

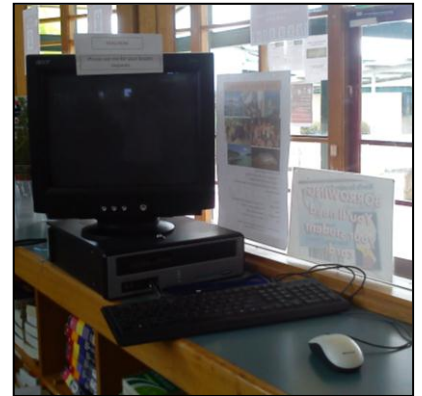
Making a booking

Using BookIt is pretty easy, but if you are unfamiliar with this system, please ask a Library staff member to show you how to book what you



need. **BookIt** also enables you to book equipment, resources and other rooms around the school. BookIt will show you what's available. Please be aware, however, that any changes to the timetable may over ride and cancel any room bookings that you have made. BookIt can be accessed from

most computers in the school including the computer at the circulation desk (if your laptop is not connecting). For more information ask for the library's using BookIt info sheet.



Computer bookings

MacBooks or netbooks may be available in a room near to

you. If they are between rooms in a portable with steps, you and your neighbor will be timetabled for these resources and will need to decide between you how best to split the resources. If they are not in timetabled use you may book them through **BookIt** and organize a room swap through the daily organizer and notify the office of your change. Trolleys may also be available for use in a particular corridor, in which case they also need booking and collecting in such a way as not to disturb surrounding classes. Keys can be picked up from the library. **You need to record which student was using which machine and report any damage or faults to the IT Help Desk.**



Computer PODs around the school may also be booked through **BookIt**. You need to be in an adjacent room so that your students can be adequately supervised. You must collect the key for the pod, it will not be given to students.

Computer rooms are sometimes available for booking between timetabled classes. Please notify the office of any room changes you make.

DVD & Video

There are 2 ways that you show DVDs or Videos to your classes

1. Show DVDs using your computer with an interactive whiteboard or a projector and speakers.
(Projectors and speakers and rooms with IWBs can be booked on BookIt).
2. There are TV and DVD player combinations attached to trolleys available for booking on BookIt.
These can be used in the general area of where they are kept (ie in the same corridor). The PD corridor TV Key must be collected when this is booked.

Digital equipment

We have a range of digital equipment available to be borrowed (Ok, we do have some videos and overhead projectors if you are desperate or going through an eighties phase). Due to periodic high demand for some items it is important that you book in advance (the day before at least, preferably 3 – 4 days in advance) to avoid disappointment. Advance booking also helps us to prepare batteries for equipment so precious time is not wasted in class with low or dead batteries.

If you are unsure of how to operate any equipment, please make a time to discuss this with the library technicians. They are able to provide assistance and support whilst you become familiar with this equipment. Librarians can run an introduction to familiarise students with specific equipment and its care before beginning projects. This is a good way to get all of the class on the same page.

Points to remember:

- All equipment must be booked on BookIt and borrowed through the front desk.
- It should be returned in exactly the same condition as when it left the Library.
- Make sure you allow students time to download work if necessary as we cannot guarantee the same equipment will be allocated on a future occasion or that other students have not deleted the work to make room for their own.
- We prefer staff to collect equipment, as there is less chance of damage. If this is not possible, please send responsible students to collect the equipment with a note.
- Please don't adjust leads or switches unless instructed.
- Make sure all parts in any carry bags are returned.
- When you use batteries for any equipment, please inform us so these can be recharged if necessary.
- Any problems should be reported immediately.

Equipment available includes: TV's on trolleys complete with DVD players, LCD Multi Media Projectors, graphic calculators, 128MB mp3 player/voice recorders and CD Players. Devices that can be attached to TVs, Projectors or IWBs to show the whole class such as DVD and Video players, digital cameras, flip video cameras, document cameras (aka EpiDiascopes), and a Wii. Speakers are also available.



Class sets

Please book any class sets or book tubs you require in advance on BookIt. It may cause significant delay to your class if students are sent with a note for unbooked resources during a busy time in the library. You may come to the library to organize resources if plans change for some reason.

Please count the number of copies IN and OUT. Class sets are purchased by individual faculties. It is in your interest to make sure they are handled properly. Rough treatment damages the books, significantly shortening their lifespan. Losses and damage mean money is not available for more exciting things.



Students may collect and return class sets, however, if they are returned in a similar state to those above, you will be notified and asked to send different students next time. If students need to borrow a book to complete work from a tub of books, this is possible. They may be loaned on an overnight basis at the end of the day from the library, if the student has no overdue books.

Book tubs

- If the Library is booked out for the times you want, we are very happy to create a box of books for you to take to your class room. Please see one of the Teacher Librarians.
- We will add the tub to BookIt as often classes in the same year level are studying the same topics and require the same resources.
- Please ensure that you **COUNT** the number of books in and out so that none go missing while in your possession.



Photocopying

There is a colour photocopier/printer available for use in the Library (WXerox on printwest). Please see Library staff for assistance if you need help to complete copying or have specialized printing to do.

If you require one or two copies for your classes, you may use the **Copy Card** located at the library desk and record your copying on the spreadsheet available on the bookings computer. You need to record:

- Subject area to which the copy is to be charged
- Your Initials
- The Size of the copies (A4 or A3)
- The Type of copies (B/W or Colour)
- How many copies
- **If you send a student during class time they will also need this information.**

FYI: Copying entire class sets is very expensive for your KLA (10 Cents per copy) so these should be done in the photocopy room near the front office.



You made it through!

Your cooperation in following the procedures outlined in this booklet helps the library to run smoothly and allows all staff to use the school resources without disruption to classes.

We are here to help you and look forward to being of assistance throughout the year. Please feel free to talk to us about any queries you may have.

The library team

Contact us!

Email: westlibrary@rowvillesc.vic.edu.au

Skype & new website: coming soon...

Phone: 9755 4539