

MARRYATVILLE HIGH SCHOOL LIBRARY 2013

~ INFORMATION FOR STAFF ~

☞ Staff:

David Strempel – Resource Centre Manager, TL
Judith Lane - Teacher Librarian
Julie McIver & Vardoui Gourdjian (SSOs)

☞ Booking classes in:

- On Book-it, enter the following:
- Your Name, Class, Equipment, Room vacated, Topic.
- If you would like Teacher Librarian assistance during the lesson/s, please supply us with a copy of the required work to enable us to prepare for the lesson. Due to lack of teaching areas to accommodate everyone, classes are restricted to a five lesson block, which is usually enough time to gather the information and resources needed.

☞ Areas available for class use:

• **Research Area** – in main library area. For classes wishing to use non-fiction and reference collections and access to 11 desktop PC computers, 4 Macs and 24 laptops. Please ensure the Desktop computers are used first, as laptops can then be made available to students in other areas.

• **Online room** – available for classes wishing to use the 23 computers, data-show projector and print resources. (We prefer no dataprojector use for DVD viewing as it prevents the use of the computers.)

• **Reading room** - used by all classes, but mainly for reading. If your English class needs a regular booking, we are able to book in weekly visits. DVD viewing is available on request.

The following area is for group and individual use:

• **Silent study area** – in space beyond.

NB. Students are to have a note signed by you in their diary, and need to sign in at the attendance computer.

☞ **Textbooks** are managed by Library staff and housed in the workroom:

Students are issued with their text books during Week 1-2 of Term 1. If you wish to arrange collection of your class' text books later in the term, please arrange a time with Julie McIver. Students are expected to have their ID card with them and to have returned all overdue items.

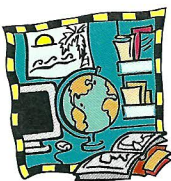
☞ Introductory sessions: Year 8s

During the first few weeks of term 1, all Year 8 students will be taken through an orientation session during their English lesson time. This lesson is to help familiarise them with research strategies and the layout, services, facilities and procedures of the library.

☞ **Resource Based Learning and Guided Inquiry** units of work are done with each of the Year 8 Science classes and a Medieval Ages unit of work for all of the Year 9 SOSE classes. These units are available on **Comdata**. As a result, all middle school students are skilled in research techniques.

As these skills are transferable, they can be expected to demonstrate advanced research skills in all areas of the curriculum.

Teacher Librarians are available for working with classes in all subject areas. **We will collaboratively design teach and mark units which incorporate information skills. That's a promise.** That's our job. Other topics covered include: creating **bibliographies, plagiarism, note-taking, evaluating websites** creating web-quests and RBL units. Pages of URLs can also be prepared in consultation with teachers.



☞ **Hours:** We open @ 8:10 (often before) and close 4:10 (Often after). We are "officially closed" for recess (unofficially open).

☞ Student borrowing

Students borrow using an ID card. This is distributed at the beginning of each year. This card is needed for borrowing library and textbooks. If it is lost, students must pay \$8 at the Finance Office. (There are exceptions and we deal with these.) We also expect students to return their books so we may not issue more if there are outstanding items. This includes textbooks. If you are having problems with a student borrowing items because they don't have their card or have overdues please negotiate with one of the teacher-librarians. We will then work with that student.

☞ Computers and Internet access

We are particularly keen to give instruction on effective searching and web evaluation. Please discuss this possibility with the teacher-librarians.

☞ **Library system** e-Library with federated search – also on school's intranet, available across the school on the Curriculum and Admin network

☞ **AV Hardware** The library is responsible for much of the school's AV hardware, including Laptops, Flipcams and other Digital cameras, Voice Recorders, DVDs, TVs, VCRs and OHPs.

Students frequently need to borrow laptops, digital cameras and cam-corders for their work. They need to fill in a form available from the library, to be signed by their parents. Editing can be done with teacher supervision. We can skill you the first time.

☞ **Photocopying:** We can assist in printing booklets, posters and brochures.

☞ **DVDs (& Videos)** are housed in the Library workroom and can be searched for using the library's catalogue. Bibliographies for your subject area can also be made. Students with a note are welcome to catch up on DVDs they have been absent for.

☞ **ClickView:** Library SSOs upload free to air TV programs. We have 24/7 recording facilities enabling recording up to 10 days after screening, but prefer advance warning of programs *before* they screen.

☞ Databases

1. **Ebscohost:** an online indexing database.

<http://search.ebscohost.com/login.aspx>

Username and **Password** are both **marryatville**.

2. **Only2Clicks:** Have a look. We think you'll love it!

<http://www.only2clicks.com/pages/mhslibrary>

3. **Issues in Society:** An online database dealing with social issues.

Username and **Password** are both **marryatville**.

4. <http://www.newscientist.com/>

Username: david.strempel847@schools.sa.edu.au

Password: **marryatville**

5. <http://www.choice.com.au/>

Username: staff@marryatvillehs.sa.edu.au

Password: **marryatville**

☞ **Newspapers:** Australian & Advertiser: daily. Sunday Mail

☞ **Teacher Resources:** housed to the right of the entrance to the Library.

