

SHARING SESSION DISCUSSIONS
Minutes from October 2007 Professional Development Day

OASIS

Do you need to do a K1 housekeeping before a SCIS download?

- Doesn't hurt to do a backup once a week (Although Tech Support has recently sent messages to schools to discourage this practice).
- Helpdesk advises that it is best to do a backup before a SCIS Download if you do your download during the day. (If you do it first thing in the morning, the data has already been backed up the night before.)

INTERNET

- Blocking of Websites needs to become a Federation Issue.
- World Book Online is a good resource, but is cheaper if you subscribe to ERA.
- Census report (ABS) is available free on line from the end of October. You can get a profile of your own area on this site.
- Learning Federation website – good resource and free to Dept of Education Schools.

PRC

- Make up boxes of 30 books and place into each classroom from the start of the year. In addition, keep some PRC books on library shelves.
- Keep PRC books apart from others and on display.
- PRC is encouraged for Stage 3 when home readers have finished.
- Print out Premiers Reading Challenge lists → Look on that list for the author → Can then go to Oasis enquiry or straight to shelf to find books.
- Choose 30 books for Early Stage I from PRC list for each class teacher to read, list can be transferred to each child.
- Food rewards for PRC (eg sausage sizzle lunch, drink, dessert) work well.
- Reading circles good for PRC.

ORGANISATION

- Picture books – put a large coloured dot sticker on the cover of each book. Write the letter of the author's first name on the sticker. Helps young children return the book to the correct shelf and to spot books on the wrong shelf.
- Investigate the use of "sticker machine" – uses plain paper and prints words and colour.

SPINE LABELS

- Use Dymo/Brother labeller to make spine labels – large and clear. Quick and easy, better than computer generated.

- Print out spine labels on Thin Client

BORROWING

When the Teacher Librarian is not present:

- Have a book – ask staff to list items they take and record item’s barcode, name and their name. Also useful for resources not yet accessioned, or without barcodes.
- Make up a “Borrowing when the Computer is not Available” sheet: Draw up 3 columns – Date Name/class Barcode . This sheet can be used when the computers are down or when you are not there. (To make it easier have the “R” part of the barcode already there – some teachers write the call number if you don’t point that out!)
- Or use a whiteboard to record loans – very visible and reminds staff to return resources.
- “Borrow and Buzz Off” is a better way to manage class time in library, especially for Stages 2 and 3. Choose a time that suits other staff members – (e.g. Morning time 9 - 9.25am) Children only come down if they want to borrow. You could also allocate days for specific stages. If you have any Parent Helpers who could operate a second terminal it can be even faster.
- Whole school borrowing – 10 minutes per day, children can come every day.
- Have one child from each class, or a Year 6 child return books from each class at the start of each day. They can be returned in bulk, saving time during lesson later in the day.
- In borrowing time - keep non-borrowers busy doing a basic book review worksheet.
- Library bags – buy calico bags from Library suppliers or Q Stores. Children can decorate them in Book Week with textas (put newspaper inside first).
- It is important to empower children to know what is available in the library, but it is also important for the TL to know what has been borrowed and by whom. This can ensure that children do not take home books that are inappropriate for their age or reading level and also to keep an eye on where the popular books are.
- If you are pushed for time, allow children to do the scanning in pairs, one watches screen to make sure it records properly, while the other uses the barcode reader.

RFF

- Take ideas from a book that class is reading, eg “Hatchet” – Could be used as a basis to do research on Canada.
- Use aspects of Current Events as a focus for independent library lessons. eg Year of Dolphin, 100 years of Life Savers, 75th Birthday of the Sydney Harbour Bridge, Remembrance Day, Boxing Day Tsunami, Earthquake, etc.

PROGRAMS

- Two publications to check out:
Library walkabout – DB Publishing
Skills Development Program (contact Jenelle Bailey for details)

CLICKVIEW

- Positive feedback. Needs an independent server and good infrastructure in the school to run it successfully.

SMARTBOARDS

- Interactive White Board - you can write on it, touch it etc. It can also be used as a screen for DVDs and Internet sites, software programs etc. It needs to be set up rather than mobile to be most effective.

PROGRAMMING

- Samples of programming proformas are available on the Det Library website. Alert teachers to the web address as some teachers are not aware of this library resource on the DET website.

STOCKTAKE

- Put computer on a trolley with a long cord ⇔ take to shelves.
- Thin client also allows for the possibility of downloading the Citrix software onto a laptop with a wireless connection. (Tech support will take you through the process). Combine this with a bluetooth scanner and the job becomes much easier. (You just need to charge computer/scanner during recess and lunch breaks to allow uninterrupted use.)
- If you bring books to the computer you can clean and reorganise shelves at the same time.
- Keep a box on hand for books needing to be fixed or disposed of etc.
- Stocktake time: if RFF is not allocated put 2 classes together for 2 hours and show a video and do some stocktake tasks while the video is on.
- Minimise the number of locations – group similar resources within the one location.

Bluetooth Scanner for Stocktake: Do you need to see the screen?

- All problems should be picked up in when you print reports.
- It's a good idea to print every time you are given the option.

TEACHING/CO-OPERATIVE PLANNING

- Emphasise that the TL knows the books and the kids and can match kids to books and encourage reading (not just information skills).
- Include Recreational Reading in your program and promote books and reading throughout the year.
- In the first week of each term, allocate time for collaborative planning with teachers. Push the idea that the research project related to a class unit is done PARTLY in library eg research with scaffolding provided, but publishing the research data is best done in class/computer time).
- Often it is difficult to stay connected with everyone else in the school and what they are doing. It is better to do something in isolation in library. You can still do something independently that is one aspect of a topic, so the classroom teacher and/or the computer teacher are not all hanging about waiting for the library sessions to finish this bit or that bit.

OTHER

SWOT Analysis

Strengths, weaknesses/ opportunities/ threats of library

“All my own work” - some suggestions

- 75% - 80% pass rate, sit down test (90% too high).
- Certificate for students who move schools.
- Some are doing it in year 10 after exams (problem with motivating kids not coming back who then decide to return) and some at the beginning of year 11.
- Student participation in presentation - worked well in some schools.
- Staff doing a practice test was a good idea.
- Need follow-up for students who missed the program or the tests.