Stromness Academy Library

A Guide to Library-based Learning

Library Opening

8:35am-1:15 / 1:55-4:00pm (4:45 Tues)

8:35am-3:00pm Friday

Closed
Morning Interval

Unsupervised (Librarian's lunch)
12:30 – 1:00 pm Mon-Thurs

Library Online

OLIVER – Online Catalogue: https://stromness.oliverasp.co.uk/library

LearnPath – Curated subject / topic guides in OLIVER:
https://stromness.oliverasp.co.uk/library/learnpath

Library **Blog**: http://tinyurl.com/Library-StromnessAcademy

Library **Twitter**: @LibrarySA

Library pages on **School website**: www.stromnessacademy.org.uk/index.php/library/

Why use the Library?

The library contributes to the development of successful learners, confident individuals, responsible citizens and effective contributors and the development of the Literacy outcomes within the context of the Curriculum for Excellence.

> The library and librarian can offer[1]:
> - Access to a wide range of information (and support in using that information)
> - Support for attainment
> - Support for the development of literacy
> - Expertise in the development of information literacy
> - Assistance with the effective use of ICT
> - Knowledge and skills in promoting reading for enjoyment
> - Support for personal and social development

The library contains about 6000 resources and can usually accommodate up to two classes using both the lower and upper library.
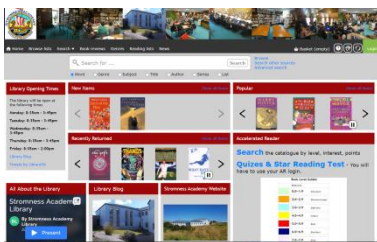
11 PCs with access to the network and internet and connected to a duplex colour laser printer). Laptops from the trolleys can also be booked via the booking sheet in the staff general Team files, if more ICT access is needed for research projects.

Teaching in the Library

The library is a learning environment which will encourage independent learning, yet pupils can easily request immediate help from staff if appropriate.

It can be used by an entire class to access information from a wide range of resources, belonging to the library or borrowed from the Orkney Library, or online resources.

The librarian, an information professional, can help to support students in their research, helping them to identify, locate, select and use appropriate resources.

The skills used in the library are cross-curricular and transferable. Sustained use will make these skills second nature. The library, by its nature is cross-curricular and therefore the librarian can work across subject boundaries.

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[1] The role of School Libraries in Supporting A Curriculum for Excellence
http://www.slainte.org.uk/files/pdf/slic/schoollibs/acfesupport.pdf [accessed 28/6/10]

Appropriate Activities

The library is typically used for research, personal reading, and individual study. The library may be used in the following ways:

➢ Individual, group, and class research projects using book and/or PC resources, where you and the librarian are on hand to help out.
➢ Personal reading sessions with access to wide range of materials in an appropriate environment with the option of various reading based activities.
➢ Information literacy sessions delivered by the librarian in partnership with teaching staff.

The library is not typically used as general teaching space, or for behaviour management purposes. Priority will be given to activities which could not take place elsewhere however there is flexibility in this. Please discuss you requirements with the librarian.

Planning your library lesson

Do the pupils have the library & information literacy skills required for your lesson?
The librarian can provide short sessions reinforcing skills, or if enough notice is given can develop and deliver a more detailed session linking to your lesson(s).

Can the library provide the information that you will be asking pupils to find?
Advance notice of requirements will enable the librarian to borrow resources from the Orkney Library or to curate relevant internet links for use during your lesson.

Do the pupils need access to ICT? Do I need more than 11 PCs?
Book the laptops on the form in the Staff Team, but ensure you inform the librarian too.

Do I really need to bring the entire class?
Individuals or a small group (up to 5) can be sent to work independently or borrow books (pupils will need their library cards) without prior notice or by quick a phone call (Ext. 248) or email or message in Teams. Larger groups / classes should be booked in advance where possible but often short notice can work.

What Can the Library & Librarian offer Teachers?

➢ Support for classes doing research projects, either with books, and/or electronic sources. (Note, this support is also offered where year groups with laptops are doing online research only.)

➢ Support with information literacy skills, online and in terms of physical library and information use. This also includes supporting senior pupils with research, and referencing and bibliography.

➢ Curation of online links to support teaching and learning via Oliver **LearnPath**.

➢ Basic online research / literature search service.

➢ Online Library catalogue, **OLIVER**, accessible from PC, mobile phone or tablet.

➢ Text book management via OLIVER – cataloguing of text books and issuing to pupils.

➢ Accelerated Reader support. (Note: Pupils without books for their AR reading should choose from departmental book boxes or, if you feel it appropriate, sent to the library to borrow one and be encouraged to borrow a library book during English library period or before registration, at lunchtime, or after school.)

➢ AR levelling of department texts (handouts, exam papers, worksheets).

➢ A quiet place to work or read away from the classroom, including access to a PC and printer (no multiple copying) if it is needed.

➢ CPD collection – shelved in the staffroom.

➢ The Orcadian – on a weekly basis (1 copy for use in the library).

➢ Department webpage updates and other website updates.

➢ Glow blogs help, including setting one up.

➢ Two tablets, for use in the library to access subject related apps, internet, and eBooks.

➢ Books and [limited] magazines – including local studies – Orkney Books. (Donations of general interest magazines (up to 1yr old) gratefully received.) Book donations should be published within the last 5 years and be in very good or excellent condition and appropriate for a school library. Donations are accepted on the basis that they may not end up in library stock if not relevant to curriculum or reading interests of users. Other books can be put on the 'book swap' / CPD shelves in the staffroom).

Booking the Library

English library / literacy periods are timetabled but it is not necessarily for a whole period. Other bookings can be taken for these times. At certain times of the year priority is given to annual investigations done in some departments.

To book time in the library for your classes, please come and speak to me in person, phone me (x. 248), email me, or send message in Teams with the details: **Class; Day and date; period; ICT requirements** (10 PCs available + 1 in upper library); **Topic being researched or activity being done on the computers.**

➢ Inform the Librarian if a booked / timetabled class or library time is not to take place. *Phone x.248 or email Mrs Sinclair* or message in Teams.

➢ Individual pupils (very small groups) may be sent without prior arrangement. Pupils must report to the Librarian on arrival.

➢ Groups 5/6 or more pupils, please consult with the Librarian in advance (short notice is fine). Pupils should report to the Librarian on arrival. The teacher should be present for some, but not necessarily all, of the time.

➢ Classes, please give the Librarian a bit more notice (several periods or a few days in advance will suffice). The Teacher should arrive with the class and be present all of the time. *Please familiarise yourself with library pupil behaviour expectations on page 8.*

➢ Please don't send pupils to the library during unsupervised times or during Friday activities.

In some instances it is possible to accommodate your needs at short notice. Please phone ext. 248, contact via Teams, or email.
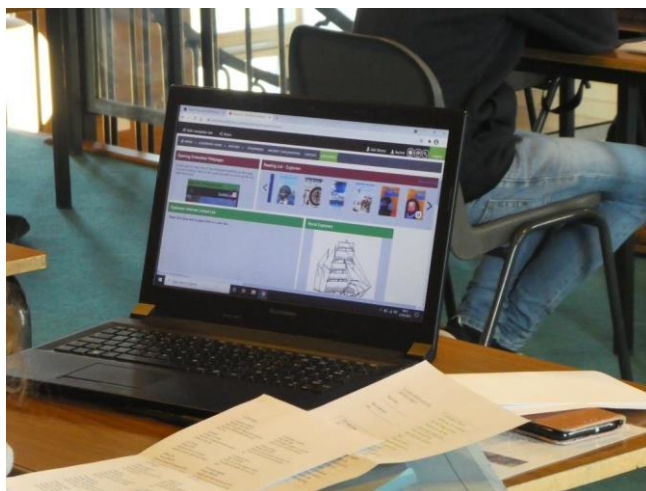
Borrowing Resources

Most library resources (except reference books) can be borrowed. To allow for proper stock control procedures they should be issued by the Librarian (or Pupil Library Assistant).

Pupils or staff should not remove resources from the library without them being properly processed through the library management system – OLIVER
https://stromness.oliverasp.co.uk/library .

To allow for a degree of flexibility, staff (or pupil) may leave a book they wish to borrow on the issue desk with your name on a piece of paper inserted in the front of the book. The book will then be issued and placed in your pigeon-hole or delivered directly to you.

Pupils may borrow:

S1-S2: 4 items for 4 weeks

S3-4: 6 items for 4 weeks

S5-6: 6 items for 4 weeks

Staff may borrow:

10 items for 8 weeks

All pupils are issued with a library card which they are expected to keep throughout their time at school. Replacement cards can be purchased if they are lost or damaged (£1). S2-6 pupils are issued with back-up barcodes for their planners each August.

Pupils are expected to bring their cards every time they use the library.

Pupils or staff may not borrow resources whilst they have overdue books. Pupils will receive overdue reminders notices via Glow email (check junk folder) and verbally via English, Guidance, or Register Teacher. Staff will receive notices via email and/or pigeon-hole.

Book returns should only be done when the librarian is present. Returns should be handed in directly, or placed in the box at the issue desk and the Librarian informed.

How can Teachers Help the Library?

➢ Promote the use of the library outside of lesson time for research, study, homework (or even leisure use) – Before registration, Lunchtimes, and after school on Tuesdays.

➢ Promote the use of the Library's online content and encourage pupils to engage with it:

- o **OLIVER** – Online Catalogue: https://stromness.oliverasp.co.uk/library
  - How to Login and use OLIVER is available in LearnPath OLIVER GUIDES - Stromness Academy Library - Orkney - Oliver (oliverasp.co.uk)

- o **LearnPath** – Curated subject / topic guides in OLIVER: https://stromness.oliverasp.co.uk/library/learnpath

- o **Library Blog**: http://tinyurl.com/Library-StromnessAcademy

- o **Library Twitter**: @LibrarySA

- o On the **School website**: www.stromnessacademy.org.uk/index.php/library/

Engage with the online content yourselves – suggestions, comments are appreciated.

What would you like to see online?

Provide subject / course related links which can be added to **LearnPath** in OLIVER and the **LibLinks** section of the library blog.

➢ Visit and use the library. Be seen by pupils when visiting the library, even if just popping in, or passing through.

➢ Provide course outlines, and / or talk to the librarian about what you are teaching in the classroom – this helps with stock purchasing, online information curation, and displays in relation to what the pupils may be learning.

➢ Talk to pupils about your own reading (fiction or non-fiction, etc) – encourage them to use the library for reading. Let them see you reading!

Behaviour Expectations

Teaching, non-teaching, and library staff have shared responsibility for reinforcing these expectations:

- ➢ Enter and move around quietly and calmly.

- ➢ Have library card and planner with you. Library card required for borrowing books.

- ➢ School bags placed neatly against wall on entrance slope.

- ➢ Have relevant equipment, jotters, books out and ready for work.

- ➢ No food, drink, or chewing gum. Leave water bottles in school bags.

- ➢ Ask permission to use mobile phones for educational (eg. calculator, eBook, photograph information from a book) – set to silent mode, otherwise, switch off and keep out of sight. Don't make or receive calls/texts. No music in lower library.

- ➢ Get books issued before taking them out of the library.

- ➢ Follow instructions given by members of staff.

- ➢ Keep discussion quiet and on topic or do silent reading/study (as instructed).

- ➢ Ask permission before using computers or Upper Library.

- ➢ Sign on and off the computers in logbook.

- ➢ Furniture shouldn't be moved.

- ➢ Leave the library neat and tidy with chairs tucked under tables and resources put away in correct place.

When addressing your class please feel comfortable speaking at normal classroom volume, however, when talking to individual individuals/groups it is appreciated if you speak as quietly as reasonable and expect pupils to do the same.

Users are expected to respect each other. Please inform the librarian if someone is distracting your pupils or speak to them yourself.

Orkney Library & Archive resources

The **Orkney Library & Archive** is an excellent resource for us to use. They offer a library service to the school library, providing access to books and other services. Staff and pupils are encouraged to join, which will also give them access to their online subscriptions. Both Stromness and Kirkwall branches are equipped with free wi-fi access, as well as PC access to the internet.

➢ School library can borrow resources to support projects and research.

➢ Inter-library Loans (cost involved) for access to books, journal articles, etc.

➢ The Orkney Library website gives access to various online subscriptions – some require library membership.
  o Oxford Reference Online
  o Oxford Dictionaries Online
  o Borrowbox E-books & Audiobooks (members)
  o Scran
  o Driving Theory Test practice
  o Who Else Writes like…?
  o Very Short introductions
  o Scottish Local History Directory
  o Which (library premises only)

➢ Online Catalogue   Access to this catalogue is also available through OLIVER
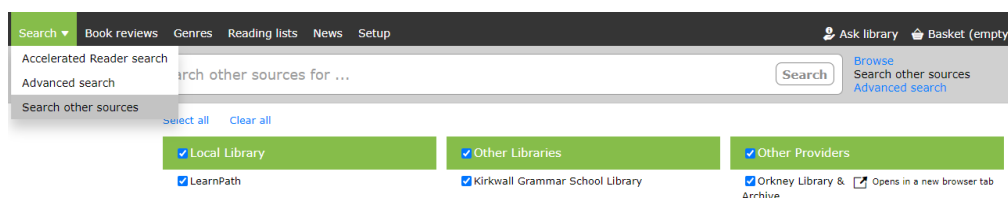
➢ Encourage pupils to use both the Kirkwall and Stromness Branches.