**TEACHER LIBRARIAN**

**PROFESSIONAL TASKS & PROCEDURES**

**Prepared by Cathy Costello**

**PREFACE**

This manual is based upon Teacher Librarian professional tasks and procedures as outlined in NSW DoE documents *Library Policy - Schools* and *The Handbook for School Libraries*. It has been created to document the varied professional teaching and librarianship tasks and procedures carried out by the Teacher Librarian. It has been designed to ensure that:

* Specific institutional and corporate library management knowledge is not lost
* Relief Teacher-Librarians can continue the work of the Library to support the educational and teaching needs of Campbelltown Performing Arts High School.

For relevant DoE Library Policies see:

<https://education.nsw.gov.au/supporting-learning-and-teaching/school-libraries>

This manual is not intended to replace the need for a fully qualified Teacher-Librarian who holds dual post-graduate qualifications in both Education and Librarianship and who has professional membership in the national body, the Australian Library and Information Association (ALIA).

This manual does not cover specific details of the OLIVER Library Management System (LMS) as manuals & training are available online at:

<https://education.nsw.gov.au/teaching-and-learning/curriculum/learning-across-the-curriculum/school-libraries/oliver-the-school-library-system>

Library tasks and procedures of Library School Administrative Officers (SAOs) have been collaboratively developed together with the School Administration Manager and is documented in the *SAO Library Tasks and Procedures* manualfor Campbelltown Performing Arts High School.

[*Teacher-Librarians may copy & edit this document for their school under the Creative Commons restrictions (on the following page), however, Caroline Mock is to be credited as the original author of each document in the document’s footer.*]

Cathy Costello

B.A., Dip.Ed., M.Ed.(Teacher Librarianship)

Teacher Librarian

[cathy.costello@det.nsw.edu.au](mailto:cathy.costello@det.nsw.edu.au)

27 June 2018

**DOCUMENT CREATION DETAILS**

* Updated document created on 27th June 2018. Edited by Cathy Costello Teacher Librarian.
* The footer contains date when document is updated by the Teacher-Librarian, and pagination.

**Creative Commons Licencing**



Attribution-Noncommercial-Share Alike

CC BY-NC-SA

*This licence lets others distribute, remix and build upon the work, but only if it is for non-commercial purposes, they credit the original creator/s (and any other nominated parties) and they license their derivative works under the same terms.*

**DAILY TASKS**

Linked to [*Library Policy - Schools*](https://education.nsw.gov.au/policy-library/policies/library-policy-schools?refid=285831) reference numbers

Please also refer to ***Library management calendar*** on notice board in Teacher-Librarian’s office for timing of major tasks.

|  |  |
| --- | --- |
| **Policy Ref.** | **Professional Tasks and Procedures** |
| **3.1** | **Teaching and Learning**  Providing library services & working with students from 8:50am to 3:20pm   * Playground duty in the library Lunch 1 and Lunch 2 every day * Assisting students with research and/or printing during lunch breaks * Roll Call M-F. Roll Marking in EBS Ontrack * Assisting students with research and/or printing passes during class times   **Liaising and working with teachers**   * Teachers with a class in the library * Collaborative teaching with teachers in the library and in faculty areas * Itinerant Support teachers * Learning & Engagement faculty teacher * **Supervising, training** and supporting the library SAO |
| **4.1** | **Library planning & management**   * Checking diary, To-do lists, milestones etc to plan tasks for the day/week |
|  | **Other tasks as they occur or as per Other Professional Tasks listed below.** |

**OTHER PROFESSIONAL TEACHER LIBRARIANSHIP TASKS**

Linked to [*Library Policy - Schools*](https://education.nsw.gov.au/policy-library/policies/library-policy-schools?refid=285831) reference numbers

Please also refer to ***Library management calendar*** on noticeboard in Teacher-Librarian’s office for timing of **major** tasks.

|  |  |
| --- | --- |
| **Policy Ref No.** | **Professional Tasks and Procedures** |
| **3.1** | **Teaching and Learning**   * Liaising with teachers to design, implement and evaluate team-teaching lessons on:   + Avoiding Plagiarism, Referencing and Paraphrasing   + The Research Process   + Advanced Online Search Techniques   + Using Critical Thinking to Evaluate Information Sources   + ALARM & Academic Writing   + Locating academic articles using Online Journal Databases via NSW State Library   + Utilising the features of the OLIVER LMS to Create Reading Lists for units of work * Meeting and collaboratively planning team-teaching lessons/units * Sourcing resources for team-teaching lessons/units * Collaboratively teaching and implementing team-teaching lessons/units * Collaboratively evaluating team-teaching lessons/units * Procuring assessment tasks from teachers and HT in order to resource   **BYOD Bootcamp** – Each February for Year 7s   * Introduction to Oliver, Library Orientation   **Teaching and working with students**   * Assisting students with research and/or printing out of class passes * Supervision of students doing Special Provisions / missed exams   + with readers, teacher’s aides, Itinerant Support Teacher * Students with welfare issues sent to have time out in library by executive staff * Students working with   + a teacher’s aide in library   + an Itinerant Support teacher in library * Students on study period with note from Senior Supervisor * Assisting classes timetabled in the library * Collaborative teaching * Mini Library Induction for new enrollments   **MakerSpace**   * Source and purchase of maker resources * Advising SAO how to accession and barcode Maker resources in Oliver * Ensuring secure storage of Maker resources * Organisation of Maker resources with itemised checklist * Supervision of regular audit of Maker resources by SAO * End of year stocktake of Maker resources * Set up and pack up, check off for MakerSpace Sessions at recess and lunch with the help of Maker Team and or SAO * Designing Planning and scheduling of MakerSpace activities * Regular evaluation of MakerSpace activities * Designing and displaying MakerSpace signs * Designing and disseminating MakerSpace handouts * Source online STEM / MakerSpace resource to be catalogued and added to Reading Lists by SAO in Oliver Library * Source and Promote MakerSpace resources to colleagues * Promote MakerSpace Activities on Sentral, School Magazine, Assembly showcase * End of year evaluation of MakerSpace   **Fostering Leadership Opportunities for students**   * Library monitors * Maker Team * Students provided with regular Merit certificates for demonstrating student leadership   **Participation in school events**   * Assemblies - Library showcases * Athletics, Cross country and swimming carnivals * Education Week activities   + Book week   + Harmony Day * Evacuations & lockdowns * Parent Teacher nights |
| **4.1** | **Collection Management**  **OLIVER library system management**   * Adjusting Oliver system parameters as required to suit school library purposes * Designing new Oliver Library reports as needed * Authority files metadata – periodic upload of Subject headings, Authors, Series * SCIS metadata upload of downloads of cross-references, newly accessioned websites * Removal of ghost records and anomalies in catalogue records * Metadata repair and management * Websites publicised via   + Web enquiry on OPAC   + Library news on OPAC   + Internal emails via *Staff* and individual faculty email groups * Sourcing and Updating various Oliver Reading Lists * Regularly refreshing/updating Oliver Library Interface to support various promotions   **Original cataloguing** in Oliver of library resources not on SCIS   * Websites and other eResources * Equipment and associated accessories * Physical resources – Books, Audio books & DVDs * In-house school publications (e.g. *School Magazine*)   **Overdue Library and Faculty Resources**   * Supervision of SAO regular printing and distribution of overdue reports. printed fortnightly. * Supervision of Long overdue Letters Posted Home Weeks 2 and Week 8 each term for faculty and library resources (Printed on school letterhead and forwarded to Principal before posting) * Liaising with overdue queries from parents and teachers * Supervision of SAO providing HTs with Oliver reports detailing faculty overdues and losses * Periodically directing SAO to write off long overdue resources of students who have left * Directing SAO to run reports and providing front office with records of long overdues for students to be invoiced prior to Year 12 sign out day.   **Culling / Weeding library resources in Oliver LMS**   * Selecting resources for the SAO to weed from Oliver Library as per Collection Policy Weeding Criteria   **Evaluation of collection deficiencies**   * checked against Years 7-12 DoE syllabi   **Management of Borrowers in Oliver**   * Yearly upload of thumbnail photos of borrowers from school photographer   **Statistical analyses** of   * Oliver loans circulation reports run by Year and by Collection and compared to previous year * Library operations   + class usage of areas   + homework help students * Library services * Online databases usage * PRC participation * Student & staff usage & borrowing   **MakerSpace**   * Source and purchase of maker resources * Ensuring secure storage of Maker resources * Organisation of Maker resources with itemised checklist * Supervision of regular audit of Maker resources by SAO * End of year stocktake of Maker resources * Set up and pack up, check off for MakerSpace Sessions at recess and lunch with the help of Maker Team and or SAO * End of year evaluation of MakerSpace   **Stocktake** (See OLIVER Stocktake Manual)   * preparation   + culling   + running reports to detect anomalies in catalogue records   + data repair of anomalies in catalogue records   + preparing stocktake forms   + initialisation * stocktake period   + scanning resources   + data downloads   + following up download anomalies   + searching for missing resources   + finalisation * stocktake follow up   + compilation of reports   + correcting catalogue anomalies   + calculating loss rates by locations   + preparing reports for Principal’s signature |
| **4.1** | **Resourcing the Curriculum**   * Resource selection and purchase in line with Collection policy * Recommended sources: Literary award shortlists and winners such as:   + CBCA, Hugo / Nebula, Man Booker, Miles Franklin, Premier’s literary awards, Prime Minister’s literary awards, Pulitzer, Stella * Fiction books to support reading for pleasure, and ultimately, literacy * Non-fiction resources to support   + HSC subjects, Literacy & numeracy, Recreational interests of students     - * Professional reading recommendations from PLNs, conferences, Scan magazine, Connections.       * Maintain list of student requests for sourcing and purchasing   **SCIS**   * Sending notifications of resources not yet catalogued on SCIS for Physical resources * Sending catalogue requests to SCIS for digital resources that I wish to have catalogued * Uploading digital resources from SCIS to Oliver and adding to a Reading List when applicable   **Textbook Maintenance for Faculties**   * Liaising with teachers for mutually suitable booking times to bring classes to borrow textbooks * Supervision of class loans undertaken mainly by Library SAO * Help with class loans at times of heavy demand or when SAO * Safe storage of faculty textbooks for Science, Maths, PDHPE, Drama * Supervision of organisation, shelving of textbooks * Supervision of cataloguing of faculty resources on Oliver Library * Supervision of barcoding faculty textbooks * Directing the repair of faculty textbooks at point of need * Assisting faculties by providing Identification slips in the front of textbooks so students can record their name. This helps prevent students from mixing up texts * Providing print outs of overdue faculty texts to HTs to assist Year 12 sign out   **Statistical analyses** of   * Loan statistics * Library operations   + class usage of areas   + homework help students * Library services * Online databases usage * PRC participation * Student & staff usage & borrowing |
| **3.1** | **Literacy Initiatives**  **Literacy Promotions**   * Blind date with a book, The Genre Dating Game to tie in with Valentines Day * Liaising with English teachers for opportunities to promote literacy via Reading Circles, Speed Dating with a Book etc * Promotion of NSW Premier’s Reading Challenge * Book Week Displays * Regular Book Displays * Special promotions such as Blind Date with a Book and Genre Dating Game * Virtual Author visits via PRC   **Premier’s Reading Challenge** (PRC)   * Promotion event via assembly, school social media, posters * Liaison with English teachers of Years 7 -9 and appropriate year advisers to team teach to promote event * Ensuring students who have registered, update their reading logs * Periodically checking reading logs & encouraging to complete * At end of PRC in August, save & print lists of * **validate** students’ reading records for those who have completed   + Check SRR for number of years of participation to determine if student is eligible for silver or gold certificate or medal * Undertake statistical comparison of numbers of students who completed PRC with previous years * Print certificates for presentation at assembly * Holding PRC morning tea in the library for all students who completed the challenge. Take photos for publication in social media, school magazine. Keep for Evidence-based Practice |
| **1.3** | **Strategic Planning**  **Designing library milestones** in consultation with the Head Teacher,   * School Strategic Directions and PDP used to guide the milestones. * Regular checking and evaluation of milestones to determine if we are on track or need to tweak the milestones. * Gathering & submitting evidence for milestones   **Finance**   * Development of library budget submission in consultation with HT * Management of library budget * Supervision of SAO preparation of purchase orders * Supervision of SAO checking off items received and forwarding paperwork for payment * Ensuring purchased items are securely stored * Update Budget Expenditure Google doc to reflect monies spent and balance   **Evaluating & updating library policies and manuals**   * *SASS library tasks and procedures* manual * *Teacher-Librarian professional tasks and procedures* manual |
| **1.1** | **Professional development**  **For self** via   * DoE mandatory online courses via *MyPL* * South Western Sydney School Library Network Conferences * Futures Learning Unit * NSWTF * Professional Reading   + “SCIS Connections”, Scan Magazine, Educational and TL Blogs, Websites (ALIA), DoE documents, Scout, SchoolBiz, The Buzz,, *Yammer* groups such as *Library matters, Oliver – SLS forum, Secondary school libraries, STEM< MakerSpaces, A*SLA, ASLNSW, ALIA,   + **Professional Networks**   + South Western Sydney School Library Network committee meetings   + OLIVER LMS     - users meetings     - online webinars via DoE   + SCIS Training Webinars   + DoE NSW Teacher Librarian Network * Recording teacher identified hours to NESA * Tuesday Staff, Staff PL or Faculty Meeting 2.25 to 3.20 pm   **Researching & developing library implementation responses to new technologies and pedagogical ideas**   * STEM, coding, robotics, BYOD (Bring Your Own Digital Device), Federated library searches   **Professional Development of teachers**   * + - * Team teaching – concurrently builds capacity for both students and teachers       * Twilight Session – *STEM and Makerspaces*       * Twilight Session – *The Aboriginal 8 Ways of Learning*       * Incidental support – the teachable moment   **Professional Development of Library SAOs**  (refer to manual *SAO Library Tasks and Procedures developed in consultation with the SAM*)   * Training as needed as the information landscape changes * Training as needed for whole school direction that impacts the library * Ongoing OLIVER library training * Strategies to support educational needs of students * Training to support the Library SAO’s Personal Development Plan (PDP)   **Professional Development other Teacher Librarians and other educators**   * Mentoring other TLs in other schools via face-to-face, emails, telephone * Coordinator of SWSSLN - our committee designs full day professional learning conferences for TLs and SAOs each term * Presented ‘*Practical support for beginning TLs’* at NSW Teacher Librarian Network May 2017 * Presented ‘*Futures Learning and TLs’* at NSWSLN conference October 2015 * Published in *Connections*, *SCIS blog* * Dissemination of professional expertise via PLNs of: * my www.*VirtualLibrary.info* website * my Library Collection Policy * my various library proformas, signage, etc * Dissemination of professional expertise via @virtuallibrary.info facebook and twitter |
| **3.1** | **Promoting Library Services**   * Submitting articles and photos for CPAHS Skool bag app, school magazine and social media * Signage, labels & posters * Bookmarks * Information sheets on library services etc to   + Teaching staff   + SAOs & SLSOs   + School magazines * Emailing teachers of promotions * Emailing students to promote resources and Reading Lists * Publicising new & existing resources to staff via emails, face-to-face, displays, meetings etc. * Relevance for literacy & numeracy * Relevance for various syllabi * Relevance for different groups of students   + EAL/D and students with ethnic cultural heritage   + Aboriginal and Torres Strait Islander   + Students with disabilities (e.g. dyslexia, autism, paraplegia)   + Remedial readers * Relevance for recreational reading   + Children’s Book Council of Australia (CBCA) Book of the Year shortlisted & prizewinning books   + NSW Premier’s Reading Challenge (PRC)     - Fiction books     - Non-fiction books     - Visual texts & Graphic texts   + Extension English students & adult readers     - Literary award winners & selected shortlisted books       * CBCA, Hugo / Nebula, Man Booker, Miles Franklin, Premier’s literary awards, Pulitzer, Stella     - HSC related texts   + Subject specific fiction (e.g. historical fiction on world wars)   **MakerSpace**   * + Source and Promote MakerSpace resources to teachers   + Promote MakerSpace Activities on Sentral, School Magazine, Assembly showcase to students   **Book Week and Science Week Promotions** – August each year. Promoted by posters, book displays, social media, competitions etc. |
| **1.3** | **Library Environment**   * Library furniture and layout management - suitability for both library and classroom use * Library Environment ICT Scan Report * Library aesthetics review – includes regular changes in displays and maintenance of spaces. Ensures the library is welcoming * Supervision of Shelving and Stricting- SAO * Supervision of locking and opening of lockers – SAO * Organising disposal of damaged and unsightly furniture   **Maintenance of Library Technology**   * Supervision of return of library laptops at end of lessons * Supervision of daily laptop audit by SAO * Following up any laptop audit issues, if necessary * Reporting any laptop issues to TSO * Reporting desktop and other ICT issues via IT Tracking Issues on Sentral * Troubleshooting ICT and printing issues for teachers and students if TSO not available |
|  | **Other Non Professional Tasks That Take Up My Time and Attention:**   * Jumping in and doing some of “must-be done-now” SAO’s administration duties, as needed, should the SAO be absent or required to work elsewhere in the school * Opening and reading mail * Checking and replying to emails * Reporting technology issues to the appropriate people on Sentral Tracking * Reporting needed jobs, repairs and maintenance for GA on Sentral Tracking * Adjusting heating and cooling as requested by staff * Check Sentral Daily student and staff notices * Check Yammer feed for relevant information * Supervising book display changes aligned to particular themes * Assisting staff with technical issues if the TSO is out of the library * Assisting students with changing their DOE password if the TSO is out of the library * Liaising, greeting, assisting visitors such as: Executive and teachers from other schools, DoE Executives, tradespeople, salespeople, parents & incoming new students * Evacuation, Lockout and Lockdown for library. See Evacuation Procedures on Library Staff notice board. Assist any staff and student who are in the library * Cleaning and tidying when needed * Making note of Work Health & Safety (WHS) issues & reporting to relevant supervisor |