CONTACTING THE LIBRARY

Internal Phone  157

library@sbsc.tas.edu.au
wkline@sbsc.tas.edu.au
rstreich@sbsc.tas.edu.au
kkeep@sbsc.tas.edu.au
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OPENING HOURS

Mon - Fri 8.30 am - 4.00 pm

STAFF

Mrs Wendy Kline – Librarian
Ms Rachele Streich - Librarian
Mrs Karyn Keep – Library Technician
Mrs Lynn Marshall – Library Technician

STAFF LOANS

Loan Periods

- **Non fiction** – Until the end of each term
- **Fiction** – 1 month
- **Magazines** – 3 days
- **Videos, equipment** – overnight

Overdue Items

- As stated in the staff handbook: “staff are accountable for all resources booked out to them”.
- Staff are issued with a list of items out in their name at the end of each term, so that they may check their loans.
- Items that are more than 12 months overdue must be returned or presented to the library for renewal.
- If items are not returned or presented for renewal 12 months after their due date, it will be assumed that they are lost and accounts may be issued.

BOOKING EQUIPMENT AND RESOURCES

Enclosed is a guide to using BOOKIT!, the college’s online system for booking resources, including laptops, data projectors, mobile phones, digital cameras, computer labs, the library areas, rooms with TVs, video players, etc.

EQUIPMENT

See BOOKIT! for a list of equipment available for loan. Students may only borrow this equipment if they have a permission slip (sample enclosed) signed by their subject teacher.

Teaching staff are responsible for the appropriate use and handling of equipment while it is being used by their class.

**Classroom televisions DVD/video players:** - see BOOKIT! for the location of these. All are secured in a locked cabinet. You will need to collect a key for the cabinet from the library at the beginning and return it at the end of the lessons booked.
LIBRARY USE BY TEACHING STAFF AND THEIR CLASSES

The library may be used in the following ways:

- **EITHER:** Whole class booked for a period into the Tenison Woods Room (TV & DVD/VHS player also available)
- **OR:** Whole class booked into the body of the library to use computers 1-12 + a crate of 4 x laptops (16 total) and the two tables next to these computers.
- Groups of students (maximum 6) may be sent to the library without teacher with specific instructions for work or research. These students will need to bring a blue library permission slip or their diary.

COMPUTERS

The library has 12 desktop computers available for class use, plus 5 reserved for students sent to the library for individual work.

Because of the high demand for computers, students may only use these for educational purposes, i.e. no games even if they have finished their work.

LAPTOPS – there are currently 8 laptops (2 crates) available for classroom use.

All these computers must be booked on BOOKIT!

LAPTOPS FOR SENIORS – 14 laptops are available for senior students for use during free periods only (not during scheduled class time).

LIBRARY ATMOSPHERE AND APPROPRIATE STUDENT BEHAVIOUR

Student behaviour in the library (including seniors) is the responsibility of all staff. Your cooperation in assisting us to maintain the library as a place for reading, study and research is expected.

Please leave the library and Tenison Woods Room in a neat and tidy condition at the end of your lesson.

The needs of those wishing to use the library for study-related purposes must have priority at all times.

Students who are not using the library appropriately will be asked to leave.

Library Pass or Diary

Students must have one of these when sent to the library without their teacher (Library Pass sample enclosed).

To ensure students stay on task some indication of the work they are expected to do is also required.

- No more than 6 students should be sent from a class.
- Students should not be sent to the library because of emotional or behavioural problems.
- All students should report to the library desk to have their names checked off on arrival.

Students should be equipped with appropriate writing materials.
LIBRARY CATALOGUE – OLIVER

Our catalogue is an index not only to traditional resources such as books and DVDs, but also to websites, electronic files, sound files and to other online resources such as ClickView videos and ebooks.

Students and staff are encouraged to
- use the catalogues on the computers located in the centre of the library to locate resources
- ask the library staff at any time for assistance with using the catalogue

The catalogue may also be accessed on the library website from any computer in the college or from home.

Enclosed is more information on how to use our catalogue.

LIBRARY WEBSITE

The library’s website should be the default homepage on the library computers and in most of the college labs. This provides access within the college to:

- library catalogue
- online databases
- research strategies & search engines
- guidelines to citing references
- email
- relevant curriculum links
- library news
- college website
- teaching resources

The website may also be accessed on the internet from home at www.sbsc.tas.edu.au/library

INTER-LIBRARY LOANS AND REFERENCE SERVICE

When information required cannot be supplied from the library, it may be possible to obtain materials from another school, college, public or academic library or institution. All inter-library loans must be organised through the library.

MAGAZINES AND JOURNALS

A list of titles to which we currently subscribe will be circulated in term 1. You will be able to indicate on this if you would like to be included on the circulation list for a particular magazine title.

ONLINE DATABASES

- AUSTLIT (User name: tais Password: tais)
- BRITANNICA ONLINE (Password: 5000)
- EBSCO – Australia/New Zealand Points of View - a full-text database designed to provide students with a series of essays that present multiple sides of a current issue
  (User name: brendanshaw Password: college).

For further information please visit our library website at www.sbsc.tas.edu.au/library.
TEACHER REFERENCE
These items are intershelled with the Non Fiction Collection. Teacher Reference items are designed to be used primarily by teachers but may be borrowed overnight by students.

NEWSPAPERS
The library purchases the following daily newspapers - *The Advocate, The Australian* and *The Examiner*. Back issues are held for 6 months.

VIDEOS
The library holds a large number of videos covering a wide range of subjects, in DVD/VHS format and on ClickView. These are indexed on our library catalogue. Lists of current holdings for specific subject areas are also available on our library catalogue. Please ask library staff for assistance in accessing these.

**Off-air television programs:** - see enclosed information about our procedures for recording TV off-air using ClickView 24/7.

Most televisions available for student viewing in the college have both DVD and VHS players attached and there are a number of rooms fitted with data projectors. (see *Equipment and Bookit!* for further details)

**ClickView Videos** may be accessed on the college network using *ClickView Player*. These resources are also indexed on the library catalogue.

CLASS SETS
These are stored in the library work area and may be booked for class use for 1-2 periods. If required for a longer period, please negotiate with other teachers who may wish to use the sets and inform library staff how long you wish to keep them for.

English novels and some other class sets which are required for a longer period are checked out individually to students.

All class sets must be booked on the booking sheets available in the library.

INFORMATION LITERACY AND RESEARCH SKILLS
A number of resources, including a guide to citing references and research skills and strategies, may be accessed from the library website.

DIGITAL CAMERAS AND THE COLLEGE DIGITAL ARCHIVES
Digital cameras are available for classroom use. See Bookit! for further details.

The library manages a digital archive of college photos on the college network, in the Shared drive (S:) /Photos/All Access. This is a useful source of photos for such purposes as the newsletter to parents, powerpoint presentations, promotional publications and marketing, the college website and the yearbook. Instructions for the use of the cameras and downloading photos are enclosed.

Student ID photos are stored in Shared Drive (S:) /Photos/Staff Access.
ORDERING NEW RESOURCES

It is college policy for all book and non-book resources (including inspection copies) to be ordered and purchased through the library.

Orders which are to come from subject or faculty budgets must be countersigned/authorised by the faculty head or subject moderator.

Please feel free to give suggestions for titles for inclusion in the library's collection to Wendy or Rachele.

www.sbsc.tas.edu.au/library

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