

Massey High School Library – Staff Information Sheet

Library Contact

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Teacher with Library Responsibility (TLR)

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Library Rationale & Purpose

Our school library has a central role in meeting the school's educational goals as outlined in the Charter. Its purposes include -

- To support teaching and learning in the school.
- To select, acquire and organize material to support the school curriculum.
- To promote equity and Treaty of Waitangi goals via facilities, resources and services.
- To promote the development of essential learning skills and provide opportunities for students to use these skills competently and confidently.

Library Hours

Open to staff and students between 8.30am – 4.00pm daily, including interval and lunchtime.

Issues and Returns

The loan period for books is two weeks with a further two week renewal period if requested.

Reserves for books can be made via library staff. Once the book becomes available an email will be sent (to the form teacher for students).

Staff Loans

Staff is welcome to borrow books. It is positive for students to see staff modelling library use and reading behaviour. There is a wide range of senior fiction and non fiction titles. All books must be issued via library staff.

There is a limit of five loan items to staff at any one time excluding class set material.

Reminders will be sent for overdue books. After three months staff will be charged for them via the Bursar. Staff whose books are a month or more overdue will be unable to borrow any more books until overdues are returned or paid for.

Student Loans

Students may borrow up to four books at a time, of which only two non-fiction on the same topic is allowed. They must use their student ID card to borrow books.

Reminders will be sent for overdue books. Failure to return books will result in students being charged for replacement costs (by the Bursar).

Classes in Library

Booking Classes – Library / Reading Room

Teachers book the library for classes as they deem fit. Teachers of Junior English classes are timetabled for the Reading Room once a fortnight.

Up to two classes may be booked to use the library during any one period, but during periods 1 and 5 one of these classes must be a Year 13 class.

Bookings are made on the booking sheets in the Library office, or by emailing or phoning library staff. Bookings are made on a first come first served basis, so advance bookings are advised.

Teachers may also send students (up to four per time) for clearly specified tasks. They should be sent on red EXEAT slips detailing task, time allowed and whether computers are required. They should bring appropriate stationery. If the library is too full, or behavior unsatisfactory, the students will be asked to return to class.

Before Entering the Library

- Students must wait outside the library complex until the class is ready to enter with the teacher.
- Once in the foyer, bags are to go on the shelf first, then on the **grey** floor area for security, health & safety purposes.
- Advise students of their responsibilities regarding their belongings. **Wallets, money, cellphones, etc should not be left in bags.** Library staff is happy to safeguard any items on request. (Posters in foyer)
- Advise students to take everything they need for the period, eg. pen & paper, planner, books, ID card.

During the period

- As the library is a shared facility and place for quiet study, noise levels should be kept to a minimum.
- For security purposes please discourage students from making return trips to the foyer.

Before you leave

- Ask students specifically to return all books / resources to the correct places, put rubbish in the bin and tuck their chairs in BEFORE dismissing them.
- Dismissing the class on a table by table basis is effective and reduces foyer congestion.
- Ensure students leave quickly and quietly to facilitate the smooth, quiet entry or exit of students.

Computer / Internet Bay

A bay of 23 x PC computers are available for classes that are booked in / using the library, and for students during breaks.

Where two classes are booked into the library at one time, each class will be assigned half (11 or 12) of the computers by library staff. Except under special circumstances the computer bay is not available for use as a computer suite (at TLR's discretion).

The computer bay is primarily an adjunct to the reference section and is to be used for schoolwork and assignments. It also provides access to the Internet, Microsoft Office, the school's network.

Students log on to the network with their school usernames and passwords. Teachers must ensure students know these before they arrive at the library (on Kamar).

Students should be familiar with the school's Internet Use Policy. They must not play games or access social networking sites. Other rules are signposted in the computer bay. Student activity on the computers may be monitored by library staff.

Staff may use the PC's or connect a laptop to a network port, but priority will be given to student users.

Photocopying / printing

Printing and photocopying can be done by staff and students on the library Sharp black & white or colour copiers. Printing can be done remotely or from the library PC's. All users log on with their username and password.

These 'copiers' are primarily for students and they have priority access for both printing and copying. Users login to access their PaperCut credit and copy as with other copiers in the school.

Printing / copying charges will come off the credit balance of the staff or student's PaperCut account. Charges are: -

A4 B&W - 6c
A4 colour - 20c
A3 B&W - 12c
A3 colour - 40c

Student PaperCut balances must be topped up at the Bursar's office at break times. Prior arrangement with the Bursar's office would need to be made for student printing to be charged to a department.

Alternatively the library will accept cash for photocopying. Charges are –

A4 B&W - 10c
A4 colour - 20c
A3 B&W - 20c
A3 colour - 40c

Library staff is happy to assist in copying / printing.

Year 9 Orientation

Near the start of the year, Year 9 classes are given a single period Library and Reading Room orientation. This will cover basic information, library rules and an inter-active exercise. More advanced training on such things as catalogue searching and internet use can also be organized via library staff.

Research Assignments – Class Sets / Desk Loans

Class sets / Desk Loans of library resources can be used in the library or borrowed for the classroom over a specified period.

Teachers may select resources on a particular topic and ask library staff to issue them, if possible, as class sets or put them aside as desk loans. Teachers are to familiarize themselves with material available in the library in their subject area and place requests at least a week in advance.

Teachers are required to sign for class sets requested. Replacement costs for lost books will be borne by Departments.

In addition, supplementary National Library material can be ordered online or by phone, either by the teacher or by library staff. Teachers are advised to request material at least two weeks in advance.

Please give library staff a copy of updated course outlines to best cater for subject demands.

Displays

There is some space available in the library for the display of suitable, quality student work and subject-related material. Work will be approved by the TLR before it is displayed.

Catalogue Terminals

There are five Online Public Access Catalogue (OPAC) terminals in the library facility.

Searches can be made for titles, authors, subjects and keywords, and availability status can be checked.

Information (Vertical) Files

Includes current news and subject-related articles from newspapers and various other sources and kept in the Information Files. Material is continually updated.

Files are in numeric order (using the Dewey Decimal classification system) with subject headings on each file. The files are incorporated into the computer catalogue and identified under "Item Type – VF" (Vertical File).

However, the Files will be discontinued during the course of this year. We will keep you informed.

Reference Section

A range of dictionaries, atlases, encyclopaedias and other material is available in the Reference section. Back issues of certain periodicals are also located here (refer list of periodicals).

Newspapers & Magazines

A copy of the NZ Herald is available daily for staff and students to read inside the library. Local newspapers may also be made available.

Magazines and periodicals are useful resources for many curriculum-related topics. If you receive any worthwhile publications which you wish to donate, we would gladly add them to our collection. Alternately, we would welcome titles you think we should hold.

Magazines / periodicals available are –

Art News*	National Geographic*	Onfilm
Consumer*	New Internationalist*	Performance Car
Cosmos*	North and South*	Pet NZ
Crème	NZ Forest and Bird*	Rip It UP
Dolly NZ	NZ Geographic*	Seafood NZ*
Empire	NZ Listener*	Spasifik*
Healthy Food Guide*	NZ Memories*	The Shed*
Hyper	NZ Rugby	Time*
Mad	NZ Surfing	Urbis
Mana*	NZ Women's Weekly	Water & Atmosphere*
Metro*		Wilderness*

* Back issues are held in the reference section. Back issues of Consumer are held at the circulation desk

Staff Professional Development (PD) Library

This library is housed in the small foyer between the Library and the Reading Room and is a valuable resource. You may browse the shelves or use the computer catalogue to search for items.

PD material is borrowed in the same way as other library material. John Tinling is responsible for the PD budget, so please refer any requests for new material to him.

Online Databases

The library subscribes to / facilitates free access to the following databases. See the attached sheet *Online Resources* for further details.

1. Knowledge Basket
2. Index New Zealand (INNZ) – [National Library]
3. EPIC [National Library]
4. Other National Library electronic resources

Library Rules

- No eating in the library, including lollies or chewing gum.
- Water sipper bottles only.
- There is a switch off / no-show policy for cellphones and music devices in accordance with school rules.
- No card games.
- Silent reading in Reading Room.

Computer rules and other library rules are signposted in the library and library computer bay.

Quiet, responsible behaviour is expected of all who use the library complex.

Suggestions and Feedback

Suggestions and feedback are welcome, either by discussing directly with library staff or leaving a note in the TLR's pigeonhole.

Library staff will appreciate comments on: -

- The standard of our collection and facilities.
- New material to support curricula areas, including fiction, non-fiction, periodicals and useful internet sites we can promote.
- Ideas for areas or topics and services you would like to see incorporated or enlarged.