

People, Procedures, Promotion - FAQ's

SLASA Conference 2006

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People

- Team work of the library staff vital!
- Library Staff
 - TL's
 - SSO's/Support Staff
 - Volunteers

People

- Clients:
 - School staff
 - IT Support
 - Suppliers, booksellers, repairers etc
 - Parents
 - Community
 - Cleaners
 - Grounds staff/Handy person

People

- Other useful items:
 - Role statements
 - Duty statements
 - Staffing formulas

Procedures

- Procedures manual
- Rosters
- Selection policy “Choosing and Using”
- Other policies
- Management
 - Time management
 - People management
 - Organisational management

Procedures

- Record keeping
- Reports

- AV and other equipment
- ICT's and computer use

Procedures

- Work with teachers and classes
 - The most important role of the library
 - RBL/CPP&T
 - Activities that use a range of resources
 - Information skills steps
 - Start small – work with the willing
 - On-line resources
 - EdNA
 - Professional reading essential

Procedures

- Join in events at school
 - Showcase the library and the work you do
 - Committee representation
 - in areas that involve the library eg, curriculum and PD
 - Run PD for:
 - Staff
 - Parents
 - Community

Procedures

- Join in with other library people
 - Hub groups
 - PD offered by SLASA and other groups
 - Join lists, eg slasanet, oztl_net
 - Join EdNA lists
 - Find a mentor!
 - Visit other libraries and see what they do
 - Share your good ideas with others!

Promotion

- Always aim to have the most positive human and physical environment you can manage
- Remember: first impressions count!
- The library staff are the best people to promote the library and the services you offer.

Promotion

- Mission Statement
- Statement of Purpose
 - Write one!
 - Have one that supports the school vision statement/school development plan
- Lots of good examples around eg, on the internet

Promotion

- Other ways to promote the library
 - Desk/front of house – first point of call/impact
 - Get library into other school policies
 - Principal support vital!
 - Marketing
 - Signage
 - Library “brand”
 - Be on intranet and school web site

Promotion

- Other ways to promote the library, cont...
 - Newsletters (school and library ones)
 - Magazines/Year books
 - Reports (to the Principal each term + annual reports)
 - Library committee
 - Be involved on school committees

Promotion

- Other ways to promote the library, cont...
 - Organise fun activities
 - Displays
 - Student work
 - Special events
 - Literature and reading
 - Promote Book Week etc
 - Library Brag Book

Promotion

- And don't forget to:
 - Celebrate!
 - Celebrate success
 - Celebrate anything (eg morning tea for staff, chocolate frogs for a thank you, minties to staff when they return all their books)
 - Find a mentor – someone to bounce ideas off, to share the good times and the times we all need a helping hand/idea/ear!

And the really important one!

- Don't forget to Enjoy!
- Working in the library is the best job in the school!!!

Share your ideas and
suggestions to make this a
useful resource for everyone
new to a school library

Thank you!