High School Library Programs and Resources Guide

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Because of flexible scheduling the high school library-media curriculum is totally integrated with other curriculum subject areas. High School librarians collaborate with all subject area teachers to implement the library-media curriculum.

Library Program Plan

The library media program plan is a tentative, chronological program plan to be submitted to the **principal** and **supervisor**. The plan may be submitted for the school year or for each nine-week period **(***See appendix***).**

Collection Development

Collection Analysis- Analyze your library's current collection to identify areas of strength and areas for improvement. Many book vendors offer collection analysis service. Contact your preferred SCS approved book vendor for more information about specific services offered.

Assess the Collection: What does the collection currently contain?
- **Visual Inspection**
- **Vendor Analysis**
- **Atrium Reports**
    - Holdings Summary by Item Report Class
    - Holdings Summary by Material Type
    - Copyright Sensitive Areas Report

TN State Requirements for Public School Libraries- Instructional materials should:

- Be relevant to today's world
- Support the identified needs of the school community
- Contribute to the objectives of the educational program
- Be appropriate and appealing to the level of the user
- Provide a stimulus for creativity
- Represent quality and accuracy in writing, illustrations, and informational worth
- Provide works by authors/illustrators/publishers/producers/etc. Of authority and high reputation
- Support Core Content Standards

Collection Standards: Item Count

The three (3) levels of collection standards for Tennessee school libraries are as follows: Basic, Standard, and Exemplary. The criteria by which school library collections are evaluated are listed below:

Basic Collection: Contains a minimum of twelve (12) items per student in Average Daily Membership (ADM).

Standard Collection – Contains fifteen (15) items per student in ADM

Exemplary Collection – Contains eighteen (18) items per student in ADM

Collection Standards: Collection Compilation

Pamphlets, textbooks, class sets, periodicals, out-of-date items, and items in poor physical condition shall neither be counted or reported in the total collection.

No more than five (5) copies of the same print title may be counted to meet standards for a minimum number of items per student.

Digital resources should be accessible through a school library webpage or Online Public Access Catalog (OPAC) and may comprise fifty (50%) of the collection.

The library shall provide access to the virtual library administered by the Tennessee State Library and Archives and the library personnel should receive training. These resources may count for up to twenty percent (20%) of the overall collection or, in schools in which the librarian received official training within the last five (5) years, they may count for up to thirty percent (30%) of the overall collection.

The collection shall include access to a current, complete encyclopedia in any format.

In secondary schools, the collection shall also include an unabridged dictionary, one (1) foreign language dictionary in the native language of ESL students in attendance at the school, a local newspaper, and one (1) daily newspaper presenting news on both state and national levels. For digital materials, only full text should be counted in the total.

The collection should include a balance of fiction and nonfiction with an appropriate level of text complexity. The resources in the collection should be chosen to do the following: complement and augment the most recently adopted curriculum standards, be a motivational springboard for student research, and encourage self-expression and curiosity by offering a variety of recreational reading material.

Collection Standards: Age
The Minimum Requirements for the Approval of Public Schools:
 Rule 0520-01-03-07 states:
Collections meeting the compilation standards are evaluated based on age of the collection as measured in years from the current year:

- **Basic Collection** – sixteen (16) years and older;
- **Standard Collection** – fifteen (15) years;
- **Exemplary collection** – fourteen (14) years or less

For additional assistance with weeding and collection development, complete the Collection Development Plan worksheets *(See Appendix)* and Collection Development Plan: Building and Maintaining the Collection worksheets *(See Appendix)*.

Library Instruction

Library instruction is a vital part of the services that librarians offer. One of the primary roles of the librarian is provide instruction that equips students to be information literate and resourceful. This section has been created to give librarians resources to use when teaching topics related to Internet safety, research, and test preparation. Additionally, this section contains information for using STEM/STEAM in the library.

Internet Safety

The websites in this section will be useful in teaching students to exercise proper digital citizenship by using technology responsibly.

- **iSafe- Digital Learning**
  Access to this website is provided by the district. Lessons and videos are provided on this website.
  https://isafe.org/

- **Common Sense Education**
  Free Lesson Plans, Classroom Videos, and Posters on Digital Citizenship
  https://www.commonsense.org/education/digital-citizenship/internet-safety

Research

The following websites will be useful for showing students how to use online databases for research projects, how to properly cite sources, how to avoid plagiarism, and how to evaluate websites.

<div align="center">

Online Databases

</div>

- **Tennessee Electronic Library**
  This website contains numerous databases that will assist students in finding sources to use for research papers and projects.
  https://tntel.info/

- **Using Online Databases**
  This is a link to a handout that can be used for teaching online databases available through TEL. Introduction to Online Databases *(See Appendix)*

Sample Research Papers

- **Cengage Sample MLA Paper**
  Sample MLA Research Paper with Annotations
  http://college.cengage.com/english/vandermey/handbook/1e/assets/student_writing/student_mla_paper_holland.pdf

- **Purdue Online Writing Lab**
  Sample APA/MLA Research Papers with Annotations
  APA/MLA Formatting and Style Guide
  https://owl.purdue.edu/owl/research_and_citation/resources.html

- **The Write Source**
  Sample APA Research Paper with Annotations
  http://www.thewritesource.com/apa/apa.pdf

Citing Sources (MLA/APA)

- **Purdue Online Writing Lab**

  Shows students how to cite sources
  https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_works_cited_electronic_sources.html

- **Citation Machine**
  Bibliography Generator
  http://www.citationmachine.net/

- **Easy Bib**
  Bibliography Generator
  http://www.easybib.com/

- **MIT Libraries**
  This website provides citation style guides and information on avoiding plagiarism.
  https://libguides.mit.edu/citing

- **Citing Sources in MLA Format**
  Tutorial for citing sources and using Purdue Online Writing Lab
  https://www.youtube.com/watch?v=Wp0dmbTWK2Q

Plagiarism

- **Purdue Online Writing Lab**
  Overview of Plagiarism and Plagiarism Exercise
  https://owl.purdue.edu/owl/research_and_citation/using_research/avoiding_plagiarism/is_it_plagiarism.html

- **YouTube Videos on Avoiding Plagiarism**

  Plagiarism: Lesson One
  https://www.youtube.com/watch?v=Ly_AeHl4t5M

  Lesson 1: What is Plagiarism?
  https://www.youtube.com/watch?v=roqW2XDGeZE

  Lesson 2: How to Avoid Plagiarism

  https://www.youtube.com/watch?v=p5oj_mUd6QY

  Lesson 3: Academic Honesty/ Giving Credit to Sources
  https://www.youtube.com/watch?v=TGxRoNcAq9o

  Stop, Thief! Avoiding Plagiarism by Paraphrasing
  https://www.youtube.com/watch?v=9z3EHIoa9HI

  Understanding Plagiarism with Dr. Seuss
  https://www.youtube.com/watch?v=BJqzypsXJbw

Website Evaluation

- **Website Credibility Checklist**
  This website contains a checklist that students can use to evaluate websites.
  https://ccshamilton.ca/photos/custom/Library/WebsiteEvaluationChecklist.pdf

- **Reliable and Unreliable Sources**
  This PowerPoint can be used to teach students how to evaluate websites.
  https://www.tangischools.org/cms/lib/LA01001731/Centricity/Domain/3335/ReliableResources%20PowerPoint.ppt

- **Evaluating Websites**
  Video on Evaluating Websites
  https://www.youtube.com/watch?v=FxyKHp47EnQ

Test Preparation and STEM/STEAM Instruction

The websites in this section will be beneficial for helping students prepare for college entrance exams and for providing students with STEM/STEAM activities in the library.

Test Preparation

- **McGraw Hill's ACT Tests**
  This website contains 10 full-length ACT tests with answer keys.
  https://www.fulton-ind.k12.ky.us/userfiles/62/10_ACT_Practice_Tests.pdf

- **ACT.org-**
  Interactive test prep from the makers of the ACT that provides personalized learning paths**.**
  http://www.act.org/

- **Khan Academy**
  SAT activities and practice tests
  https://www.khanacademy.org/sat

- **Number 2.com**
  Number2.com offers free ACT practice and vocabulary builder activities. It also contains an ACT Question of the Day and a Vocabulary Word of the Day
  http://number2.com/

- **PowerScore Test Preparation**
  Free practice ACT and SAT Practice Tests
  http://www.powerscore.com/sat/help/content_practice_tests.cfm

- **Tennessee Electronic Library**
  This website has practice tests, flashcards, and individualized ACT courses. It also contains practice tests and individualized SAT courses.
  https://tntel.info/resource/testing-education-reference-center

STEM/STEAM in the Library

- **Edutopia**
  This website provides numerous STEM activities that can be used in the library and classrooms.
  https://www.edutopia.org/topic/stem

- **Association for Library Service to Children**
  The slide presentation offers librarians ways to provide STEM experiences in the library.
  http://www.ala.org/alsc/stem-at-your-library

- **Microsoft Education: Hacking STEM Lessons & Hands-On Activities**
  Microsoft provides teacher created inquiry based activities and projects.
  https://www.microsoft.com/en-us/education/education-workshop

- **YALSA** (Young Adult Library Services Association)
  The STEAM (Science, Technology, Engineering, Arts, & Math) Programming Toolkit provides library professionals with materials and resources to integrate STEAM into library programs and services.
  http://www.ala.org/yalsa/steam-toolkit

Promotional Activities

As high school librarians we must support district educational programs by helping students develop skills in locating and using information, provide teachers access to materials needed for classroom instruction, and instill the love of reading in all our patrons. Library promotion is essential for making our patrons aware of what is available to them in the library and how we can help. The following websites provide numerous ideas for activities and celebrations that can be use throughout the school year to increase interest and promote library usage. Please be aware that a few links will not work on the SCS network. These sites are not located in the US and are blocked by district filters. Listed below are monthly promotions for the library. For more good ideas, see the "Celebration Weeks & Promotional Events," section on the ALA website.
http://www.ala.org/conferencesevents/celebrationweeks.

Library Card Sign-up Month - September
- http://www.ala.org/conferencesevents/celebrationweeks/card
- September is Library Card Sign-Up Month - a time when the American Library Association and libraries across the country remind parents that the most important school supply of all is @ your library® - it's your library card.

International Literacy Day-September 8
- https://www.literacyworldwide.org/meetings-events/international-literacy-day
- A time to ask: What would your life be like if you couldn't read? This annual event, sponsored by the International Reading Association and United Nations Educational, Scientific and Cultural Organization (UNESCO) is an opportunity to focus on the 875

million adults worldwide who do not know how to read or write. Nearly two-thirds are women.

Banned Books Week - September 22-28, 2019; September 27 - October 3, 2020
- http://www.ala.org/advocacy/bbooks
- Observed during the last week of September each year, this annual event is an opportunity to educate about one of our most precious freedoms in a democracy and the role of libraries. A Banned Books Week Kit, list of "The 100 Most Challenged Books" and other materials are available from the ALA Office for Intellectual Freedom.

International School Library Day – Third Monday in October
- www.iasl-slo.org/schoollibraryday.html
- This day is sponsored by the International Association of School Librarianship to focus on the richness and variety of school library services in different countries, and the contribution that they make to their schools and communities.

National Book Month – October
- www.nationalbook.org/nbm.html
- This annual celebration of writers and readers is sponsored by the National Book Foundation. Finalists for the prestigious National Book Awards for U.S. authors, including Young People's Literature, are announced in October. The awards presentation is in November. Take advantage of this opportunity to engage students in discussing the nominees and what makes a winning book in their eyes, as well as the judges'.

National Storytelling Festival – October
- www.storytellingcenter.com/festival/festival.htm
- The International Storytelling Center celebrates the power of storytelling each year in October by showcasing the world's stories, storytellers and storytelling traditions at the National Storytelling Festival—the world's premier storytelling event—in Jonesborough, TN. Why not hold your own festival and get students and teachers involved in this ancient and fun tradition?

Teen Read Week - (currently being re-envisioned by the YALSA board)
- www.ala.org/yalsa
- Observed the third week of October, this annual celebration is sponsored by ALA and its Young Adult Services Association to encourage teens to "read for the fun of

it." The ALA Graphics Catalog offers a wealth of promotional materials. Ideas for celebrating and sample publicity materials are provided online.

Hispanic Heritage Month – September 15 – October 15, 2019
- https://edsitement.neh.gov/teachers-guides/hispanic-heritage-and-history-united-states
- Since 1988, the U.S. Government has set aside the period from September 15 to October 15 as National Hispanic Heritage Month to honor the many contributions Hispanic Americans have made and continue to make to the United States of America. This Teacher's Guide brings together resources created during NEH Summer Seminars and Institutes, lesson plans for K-12 classrooms, and think pieces on events and experiences across Hispanic history and heritage.

National Friends of Libraries Week - October 20-26, 2019
- www.ala.org/united/friendsweek
- United for Libraries coordinates the celebration of Friends of the Library. Use the time to creatively promote your group in the community, to raise awareness, and to promote membership. This is also an excellent opportunity for your library to recognize the Friends for their help and support of the library.

Family Literacy Day, November 1

- www.famlit.org
- Sponsored by the National Center for Family Literacy, this annual event celebrates the important role of parents in their children's learning. "Useful Tools," including planning celebration tips, publicity materials and a calendar of parent-child activities, are provided on the website.

International Games Week (formerly International Games Day) - November 3-9, 2019
- https://games.ala.org/international-games-week/
- International Games Week is an initiative to reconnect communities through their libraries around the educational, recreational, and social value of all types of games. Libraries can host a gaming event during or near this week will be eligible for donations with registration on the website.

African American History Month-February
- https://www.weareteachers.com/7-fresh-ideas-for-black-history-month/
- Black history is American history. Celebrating African American History Month in the library gives us a chance to pay special attention to the cultural impact African

Americans have made throughout that history. This website provides twenty activities you can incorporate into your library program in February.

Library Lovers Month- February
- www.librarysupport.net/librarylovers
- This is a time for library fans to express their feelings. There is a lively list of activities for libraries and their lovers, including visits from costumed book characters and fundraising ideas. Online postcards and downloadable art for bookmarks, banners and buttons also are provided on the website.

Freedom of Information Day - on or around March 16
- http://www.ala.org/conferencesevents/celebrationweeks
- This annual event is observed on or near the birthday of James Madison, the "Father of the Constitution" and the foremost advocate for openness in government.

National Poetry Month - April
- https://poets.org/national-poetry-month
- National Poetry Month brings together libraries, schools, literary organizations and others to celebrate the role of poetry in American culture with readings, festivals, book displays, workshops and other events. The Academy of American Poets sponsors the event.

School Library Media Month - April
- http://www.ala.org/aasl/advocacy/slm
- School libraries celebrate the month of April as School Library Media Month. Sponsored by AASL, it has the same theme as National Library Week. For tips and suggested activities, see the website.

National Library Week - April 19-25, 2020
- http://www.ala.org/conferencesevents/celebrationweeks/natlibraryweek
- National Library Week is a national observance sponsored by the American Library Association (ALA) and libraries across the country each April. It is a time to celebrate the contributions of our nation's libraries and librarians and to promote library use and support. Tips for organizing and promoting are posted on The Campaign for America's Libraries website.

National Library Workers Day - Tuesday of National Library Week
- http://ala-apa.org/nlwd/
- A day for library staff, users, administrators and Friends groups to recognize the valuable contributions made by all library workers. The National Library Workers

Day webpage encourages friends, patrons, employers and co-workers to "Submit a Star" by providing a testimonial about a favorite library employee.

Choose Privacy Week - May 1-7
- https://chooseprivacyeveryday.org/
- Choose Privacy Week encourages those who use library resources to improve their privacy practices. Due to the growing risks of identity and information theft, libraries need to take steps to improve technologies to protect their users. Choose Privacy Week provides many resources and programs addressing the current issues libraries are facing.

Screen Free Week - May 4 – 10, 2020
- https://www.screenfree.org/
- Screen-Free Week is an annual event where children, families, schools and communities are encouraged to turn off screens and "turn on life". Organizer's Kit, fact sheets, and other materials for Screen-Free Week available as a free download.

Other Promotional Activities

- Book Talks
    - https://millikin.libguides.com/childrens-literature/booktalks
    - https://ppld.org/teens/booktalking-tips

- Book Clubs
    - https://www.penguinrandomhouse.com/book-clubs/getting-started/
    - http://fdslive.oup.com/www.oup.com/oxed/primary/pathways/ReadingforPleasure/Bookclub%207pp%20FINAL.pdf?region=uk

- Author Visits
    - http://www.ala.org/alsc/issuesadv/kidscampaign/authorvisits
    - https://www.rhteacherslibrarians.com/wp-content/uploads/2017/04/Author-Visit-Information.pdf

- Reading Contests
    - https://www.demcosoftware.com/articles/20-reading-program-challenges-to-drive-library-engagement-year-round/

- Library Newsletter or Website
    - Sample Library Flyer- *(See appendix)*

Technology Integration

This section has been created to give librarians resources to successfully integrate technology in the library. Resources are provided on using technology to access information. Additionally, resources are provided to help librarians and library users select and use technology tools.

Searching the Web

- Google Basic Search Lesson Plans
  Interactive lessons developed by Google Certified Teachers and the Search Education team
  https://sites.google.com/site/gwebsearcheducation/lessonplans

Technology Lessons

- **GCFGlobal: Computer Basics Tutorials**
  This resource provides interactive tutorials on hardware, software, using the internet, safety and maintenance, etc.
  https://edu.gcfglobal.org/en/computerbasics/

- **Microsoft Education:** MakeCode
  Computer science projects and activities for learners at different levels
  https://www.microsoft.com/en-us/makecode?rtc=1

Virtual Author Visits and Field Trips

- **Microsoft Education: Skype in the Classroom**
  This resource provides access to a library of virtual fieldtrips and guest speaker sessions.
  https://education.skype.com/

- **Discovery Education**
  This resource provides access to a library of virtual fieldtrips.
  https://www.discoveryeducation.com/community/virtual-field-trips/

Microsoft Office

- **Microsoft: Word for Windows Training**
  This resource provides training videos and documents on using Microsoft Word
  https://support.office.com/en-us/article/word-for-windows-training-7bcd85e6-2c3d-4c3c-a2a5-5ed8847eae73

- **Youtube: Beginner's Guide to Microsoft Word**
  This resource provides a video demonstration on using Microsoft Word.
  https://www.youtube.com/watch?v=S-nHYzK-BVg

- **Microsoft: Basic tasks for creating a PowerPoint presentation**
  This resource provides directions with images for basic tasks in PowerPoint.
  https://support.office.com/en-us/article/Basic-tasks-for-creating-a-PowerPoint-presentation-efbbc1cd-c5f1-4264-b48e-c8a7b0334e36

- **Investintech: Microsoft Publisher for Beginners**
  This resource provides directions with images for basic tasks in Publisher.
  https://www.investintech.com/resources/blog/archives/9269-microsoft-publisher-beginners-guide.html

- **Connecting with Microsoft Teams as a student**
  This resource provides a video demonstration on using Microsoft Teams.
  https://www.youtube.com/watch?v=PasT3Q1ZR_I

Technology Integration

- **Edutopia:** How to integrate technology
  This resource provides guidance ways to integrate technology in the classroom.
  https://www.edutopia.org/technology-integration-guide-implementation

Technology Tools

- **Open Education Database: 101 Web 2.0 Teaching Tools**
  This resource provides an annotated list of technology tools available for use in education.
  https://oedb.org/ilibrarian/101-web-20-teaching-tools/

Appendix

Sample Library Plan

	Library Skills Instruction, Classroom Related Instruction, Enrichment Activities, etc.	Planning with Staff, Public Relations, Staff Development	Library Management/Organization (Selection, Acquisitions, Processing, etc.) and Miscellaneous Duties

Quarter 1	**Library Skills and Classroom Related Instruction**
	▪ Library Orientation
	  ▪ Locked in the Library (Escape Room)
	▪ Intellectual Freedom
	  ▪ What is the Library Bill of Rights?
	  ▪ What is Intellectual Freedom?
	  ▪ What is censorship?
	▪ Research Process
	▪ Presentation Options
	  ▪ Microsoft Office
	
	Enrichment Activities
	▪ ALA Celebrations
	  ▪ **September** Library Card Sign-up Month- In celebration of Library Card Sign-up Month, there will be a library card sign-up drive. Students will complete applications to be submitted to the educational liaison coordinator for Memphis Libraries.
	  ▪ **September 22-28,** Banned Books Week- - In honor of Banned Books Week, special displays featuring banned and challenged books.
		August:
		▪ Attend in-service professional development
		
		▪ Participate in administrative day
		
		▪ Issue equipment, such as LCD projectors, laptops, document cameras, etc.
		
		▪ Communicate library goals and objectives
		
		▪ Provide library orientation for all teachers and staff members
		
		▪ Review the Library Information Center manual
		
		September:
		    19th- Participate in parent-teacher conferences
		    20th – Attend in-school professional development
			Ongoing:
			Select and evaluate materials for all subjects using the following selection tools:
			
			▪ Library collection analysis
			
			▪ Various catalogs from approved vendors and booklists (Follet, Perma-Bound, School Library Journal, Booklist, and International Literacy Association reading lists).
			
			▪ Teacher and student recommendations
			
			▪ Materials to support the implementation of the curriculum and standards
			
			Develop and maintain resources in the Professional resource area.
			
			Circulate print and non-print resources throughout the school year.
			
			Prepare library supply and book orders
			
			Process and display periodicals

	Students will be encouraged to read, and checkout banned books. ▪ **September 15-October 15**, Hispanic Heritage Month- Special displays highlighting books and resources by Hispanic authors and about Hispanic culture ▪ Monthly **Library Book Club Meeting**		Process new materials through Atriuum Manage scheduling of the library, computer labs, and computer carts using the library website at www.fdhslibrary.weebly.com Provide assistance with the laminating machine and the copy machine located in the library Generate all statistical reports, such as fines, circulation statistics, materials on hand, lost items, etc. as needed. Weed the collection Establish a library information center that is inviting and well-maintained that promotes active participation in reading and research. Provide teachers with an annotated lists of curriculum related materials Complete library grants in an effort to secure additional library resources.

	Library Skills Instruction, Classroom Related Instruction, Enrichment Activities, etc.	Planning with Staff, Public Relations, Staff Development	Library Management/Organization (Selection, Acquisitions, Processing, etc.) and Miscellaneous Duties
Quarter 2	Library Skills and Classroom Related Instruction ▪ Research - Print/Digital Resources ▪ TEL/GALE/World Book Britannica ▪ Understanding Academic Integrity ▪ Evaluation of Resources ▪ Primary/Secondary Resources Enrichment Activities ▪ **October 13-19**, Teen Read Week-"Read for the Fun of It"- In honor of Teen Read Week, students will have the opportunity to participate in the Teen Read Week Fall Break Reading Challenge. ▪ Holiday related literature and activities- Halloween, Thanksgiving, Kwanzaa, Hanukkah, Christmas ▪ Monthly **Library Book Club Meeting**	October: ▪ 11th -Participate in in-school administrative day November: ▪ 8th - Attend in-school professional development December: ▪ 20th - Participate in in-school administrative day	*Cont.* **Miscellaneous Duties** ▪ Complete equipment portion of school audit. ▪ Assist asset management personnel in locating and researching items on the physical inventory. ▪ Complete beginning-of-the-year equipment inventory ▪ Issue textbooks using Book Tracks automation system. ▪ Complete daily morning duty of issuing tardy notices to students. ▪ Complete daily afternoon duty of clearing A and B hallways. ▪ Assist with student computer logins. ▪ Assist with troubleshooting classroom technology. ▪ Prepare technology for testing.

	Library Skills Instruction, Classroom Related Instruction, Enrichment Activities, etc.	Planning with Staff, Public Relations, Staff Development	Library Management/Organization (Selection, Acquisitions, Processing, etc.) and Miscellaneous Duties
Quarter 3	Library Skills and Classroom Related Instruction ▪ Digital Citizenship ▪ Cyber Safety ▪ Cyberbullying ▪ Cyber News Enrichment Activities ▪ Black History Month ▪ Valentine's Day- "Showing the Love" Fine forgiveness ▪ Monthly **Library Book Club Meeting**	**January:** ▪ January 17th – Attend in-school professional development February: ▪ 13th - Participate in parent-teacher conferences ▪ 14th – Attend in-school professional development March: ▪ 13th - Attend in-school professional development	***Ongoing:*** Circulate print and non-print resources throughout the school year. Prepare library supply and book orders. Process and display periodicals. Manage scheduling of the library, computer labs, and computer carts. Provide assistance with the laminating machine and the copy machine located in the library Generate all statistical reports, such as fines, circulation statistics, materials on hand, lost items, etc. as needed. Maintain a library information center that is inviting and well-maintained that promotes active participation in reading and research. Provide teachers with an annotated lists of curriculum related materials Complete library grants in an effort to secure additional library resources

	Library Skills Instruction, Classroom Related Instruction, Enrichment Activities, etc.	Planning with Staff, Public Relations, Staff Development	Library Management/Organization (Selection, Acquisitions, Processing, etc.) and Miscellaneous Duties
Quarter 4	Library Skills and Classroom Related Instruction ▪ Ebooks ▪ APPs ▪ Virtual Fieldtrips Enrichment Activities ▪ Read Across America ▪ Teen Tech Week ▪ School Library Month ▪ Poetry Month ▪ Monthly **Library Book Club Meeting**	March: April: May: ▪ 22nd - Participate in in-school administrative day	*Cont.* **Miscellaneous Duties** ▪ Complete equipment portion of school audit. ▪ Assist asset management personnel in locating and researching items on the physical inventory. ▪ Complete beginning-of-the-year equipment inventory ▪ Issue textbooks using Book Tracks automation system. ▪ Complete daily morning duty of issuing tardy notices to students. ▪ Complete daily afternoon duty of clearing A and B hallways. ▪ Assist with student computer logins. ▪ Assist with troubleshooting classroom technology. ▪ Prepare technology for testing.

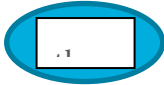## Collection Development Plan: Building and Maintaining the Collection

Based on your Data Collection Worksheet, which state collection standard does your library meet?	Average Copyright Date	Below Standards (< 12 items per student)	Basic (12 items per student)	Standard (15 items per student)	Exemplary (18 items per student)

Funding source and amount:	Yearly Allocation	$
	Additional School Funds	$
	Grants	$
	Other	$
	Other	$
	Other	$
	Total	

Is there room to weed?

Calculate the maximum of items that can be weeded by using the formulas below.

12 **x** student enrollment **=** Minimum items required for Basic Collection

Total Holdings **-** Minimum items required for Basic Collection **=** Maximum number of weeded items allowed

Maximum number of items allowed: _____

NOTE: If your collection currently contains less than twelve (12) items per student, please contact Library Services before weeding.	
Weeding Timetable:	

Selection Resources:	

Data Gathering

Data:	Date:	Notes:
Survey: ___ **Parent** ___ **Student** ___ **Adminstration** ___ **Teacher**		
Visual Inspection:		

Updated Vendor Analysis:		
Curriculum Needs:		
School Needs (focus/interest):		

Collection Development Plan: Data Collection

Student Enrollment

Number of Students Enrolled	Date	Source	Books Per Student

Holdings Summary By Item Report Class Report	Date Generated	Item Report Class: Strengths	Justification	Item Report Class: Weaknesses	Justification
To Access: Click Reports>Statistical Reports>Holdings Summary					

Copyright Sensitive Areas Report	Date Generated	Identified Areas of Concern	Justification
To Access: **Click Reports>Statistical Reports> Copyright Sensitive Areas Report**			

Holdings Summary By Material Type Report	Date Generated	Number of Holdings (subtract classroom sets, equipment and periodicals)	Average Copyright Date
To Access: **Click Reports>Statistical Reports>Holdings Summary>Material Type**			

Atriuum Reports

Additional Atriuum Reports	Date Generated	Notes

Based on the data collected from Atriuum, what are the initial areas of strengths and weaknesses?

Library Collection Strengths	Justification	Library Collection Weaknesses	Justification

Vendor Collection Analysis

Vendor:

Date Generated:

Areas of Strength	Justification	Areas of Weakness	Justification	Additional Notes

Vendor:

Date Generated:

Areas of Strength	Justification	Areas of Weakness	Justification	Additional Notes

Visual Inspection

Date	Notes

After reviewing your notes, what item report classes/subject areas are targeted for improvement? What item report classes/subject areas are the strengths of the library collection? Provide justification based on the data collected.

Item Report Class/Subject Area	Strength or Weakness	Justification

Introduction to Online Databases

Library Standards:

1.1.4: Find, evaluate, and select appropriate sources to answer questions

1.1.6: Read, view, and listen for information presented in any format (e.g., textual, visual, media, digital) in order to   make inferences and gather meaning.

2.14: Use technology and other information tools to analyze and organize information**.**

Accessing and Using Electronic Databases

Most Popular Databases for Capstone:

- *Academic One File* (Contains Thousands of Journal and News Articles on Various Topics)
- *Opposing Viewpoints in Context* (Offers Articles on Debatable Topics)
- *World Book Encyclopedia* (Thousands of Encyclopedia Articles)

How Can I Access these Databases?

1. Go to the Tennessee Electronic Library (https://tntel.info/).
2. Click on ALL RESOURCES.
3. Select the database that is appropriate for your assignment.
4. Type in the Keyword or Key Phrases for your topic.
5. Examine the articles that you find appealing.

Let's Practice:

1. Follow steps 1 & 2. Go to *Academic One File*. Type in Gun Control.

    How many journal articles do you see?

    How many news articles do you see?

    What other helpful actions can be taken when using TEL?

2. Go Back to ALL TEL DATABASES. Click on *Opposing Viewpoints in Context*. Type in Gun Control.

3. Go Back to ALL TEL DATABASES. Click on *World Book Encyclopedia*. Type in Gun Control.

Individualized ACT Prep

Library Standards:

1.4.1: Monitor own information-seeking processes for effectiveness and progress and adapt as necessary.

4.3.3: Seek opportunities for pursuing personal and aesthetic growth.

4.4.3: Recognize how to focus efforts in personal learning.

TENNESSEE ELECTRONIC LIBRARY (TEL)

This website offers resources for career planning, scholarships, college admission, and test prep.

https://tntel.info/

1. Go to the website listed above.
2. Click on "Test Prep"
3. Click on "Testing & Education Reference Center"
4. Answer the questions. You want to prepare for the ACT.
5. Sign up for an account.
6. Once you get in, you will see the following options:
   > ***Online Practice Tests and Courses:***
   > *ACT Practice Tests*
   > *ACT Online Course*
   > ***Online Books:***
   > *Peterson's ACT Prep Guide Ebook*
7. Complete the Practice Test. You can complete all subjects or just the subject of your choice. It is a timed test.
8. After you take the test, a course will be designed specifically for you.
9. Use *Peterson's ACT Prep Guide Ebook* to practice the various subject areas.
10. For help with specific subject areas, click on HIGH SCHOOL and then *BASIC SKILLS (Click on one of the tutorials. The Basic Skills Questions Bank has Science and other subjects.)* Select the subject of your choice. Each subject-area topic has a digital presentation plus practice questions.

Steps for Topic Selection for Research Papers

Library Standards:

2.1.6:   Use the writing process, media and visual literacy, and technology skills to create products that express new understandings.

4.1.5:   Connect ideas to own interests and previous knowledge and experience.

Step 1: Brainstorm to get research topic ideas.

Step 2: Read general background information.

- Read a general encyclopedia article on the top two or three topics you are considering. Reading a broad summary enables you to get an overview of the topic and see how your idea relates to broader, narrower and related issues. It also provides a great source for finding words commonly used to describe the topic. These keywords may be very useful to your later research. If you can't find an article on your topic, try using broader terms and ask for help from a librarian.

  For example, the Britannica may not have an article on "Social and Political Implications of Jackie Robinson's Breaking of the Color Barrier in Major League Baseball" but there will be articles on "baseball history" and on "Jackie Robinson".

- **Use article databases to scan current magazine, journal or newspaper articles on the topic.**
- **Use Web search engines to find Web sites on the topic.**

Step 3: Focus in on your topic *(Narrow Your Topic)*

- Keep it manageable. A topic will be very difficult to research if it is too broad, or too narrow. One way to narrow a broad topic such as "the environment" is to limit your topic. Common ways to limit a topic are:
    - **by geographic region**
        - Example: What environmental issues are most important in the Southwestern United States?
    - **by culture**
        - Example: How does the environment fit into the Navajo world view?
    - **by time frame**
        - Example: What are the most prominent environmental issues of the last 10 years?
    - **by discipline**
        - Example: How does environmental awareness effect business practices today?
    - **by population group**

- Example: What are the effects of air pollution on senior citizens?
- http://library.weber.edu/ref/guides/howto/topicselection.cfm

Step 4: Make a list of useful keywords

- Look for words that best describe your topic.
- These words will be found in the encyclopedia articles and other reading you do while selecting your topic.
- Find synonyms, broader and narrower terms for each keyword you find in order to expand your search capabilities
- Keep a list of these words to use as keywords later as you search in catalogs and other online databases

Step 5: Define your topic as a focused research question

- You will often begin with a word, develop a more focused interest in an aspect of something relating to that word, and then begin to have questions about the topic.

  For example:

  - **Ideas** = Frank Lloyd Wright or modern architecture
  - **Research Question** = How has Frank Lloyd Wright influenced modern architecture?
  - **Focused Research Question** = What design principles used by Frank Lloyd Wright are common in contemporary homes?

Step 6: Research and read more about your topic

- Use the key words you have gathered to research in the catalog, article databases and Internet search engines. Find more information to help answer your research question.
- You will need to do some research and reading before you select your final topic. Can you find enough information to answer your research question? Remember, selecting a topic is an important and complex part of the research process.

Step 8: Formulate a thesis statement

- **Write your topic as a thesis statement.**
- The development of a thesis assumes there is sufficient evidence to support the thesis statement.
  - **For example, a thesis statement could be:** Frank Lloyd Wright's design principles, including his use of ornamental detail and his sense of space and texture opened a new era of American architecture. His work has influenced contemporary residential design.
  - http://library.weber.edu/ref/guides/howto/topicselection.cfm

Library Newsletter Flyer Examples

HFP's Library News

By

Mrs. Howard

Spring/Summer 2019

Use Your Summer Wisely!!

TEL — TENNESSEE ELECTRONIC LIBRARY — www.tntel.info

Popular TEL Databases

for

SENIOR CAPSTONE

Start Your Research Early!

class of 2020

Academic One File (Contains Thousands of Journal and News Articles on Various Topics)

Opposing Viewpoints in Context (Offers Articles on Debatable Topics)

World Book Encyclopedia (Thousands of Encyclopedia Articles)

GET READY!!

ACT Prep

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3. Click on "Testing & Education Reference Cen-ter"
4. Answer the questions. Click on *Prepare for the ACT*.
5. Sign up for an account.
6. Once you get in, you will see the following options:

Online Practice Tests and Courses:

ACT Practice Tests

ACT Online Course

Online Books:

Peterson's ACT Prep Guide EBook

7. **Use the ACT prep throughout the summer.**

HFP's Library News

By

Mrs. Howard

ONLINE SAFETY TIPS

Be Careful about what you post and say: Don't post inappropriate or private information and pictures online. Keep conversations appropriate.

Be mindful of what you email: Don't send private or inappropriate items to someone's email or inbox. These things can possibly cause trouble for you in the future.

Avoid meeting strangers in person: Meeting up with someone you met online can sometimes lead to a dan-gerous situation.

Use your intuition: If someone online approaches you inappropriately, or if you feel uneasy with someone, tell your parents.
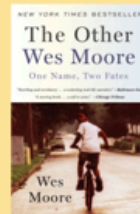
Avoid Online Confrontations: Treat people the way you want to be treated, and if you feel that someone is harassing or bullying you, inform your parents.

Don't share your passwords with your friends: You don't want someone logging into your accounts and pretending to be you.

Source: connectsafely.org

Mrs. Howard's

Summer Reading Recommendations!

Are You Interested in Joining

Hollis F. Price Middle College's

African American Literature Club?

The Bluest Eye **will be our book for the first quarter.**