

Discovery College Library : Library Activity Log Teacher Librarian

Date : 1-5 Mar 2010

Activity	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
Teaching	60mins 1LRO storytime	30mins 1SBT 10mins prepare for year 9. 45mins yr 9		60mins - year 1	45mins - 6KCL	
Working with students - individuals, groups, classes	30mins 6TSI - borrowing time 20mins 3DBY - Borrowing time 20mins 6KCL borrowing time.	15mins - year 1KGR 10mins - 6MDB, materials	20mins - 2KBN 15mins - 6MBN 30mins - active lunch supervision	20mins - emailing students re overdues instructions 75mins - working with 4DBY	45mins - 6KCL 20mins - yr 2 & 3	
Collaboration/ conversation with teachers	20mins - Damien Barry, Kim Cassell		20mins - RC feedback on yr 9 OPAC/ chat 20 mins - DIL with Donna		15mins - KCL 15mins - ABY - audio books	
Curriculum support / resource development			15 mins Added new links to netvibes, reorganised netvibes page 15 added PE/ Sci links to netvibes	30 mins talking with MGR about science resources	60mins prep for yr 6 20mins - storyteller org.	
Tech support / troubleshooting	20 mins Printing yr 8	5mins - photocopy help	30mins - email to ICT re printing	40mins discussion on printing issues with Wilson Lin		
Library Administration / Programme	30mins Labeling new books 10mins - Excursion paperwork	30mins - labelling new books	20 mins. Chasing up plate for tripod with science dept. 20mins email to staff re purchasing	20 mins following up Year 2 loans	40mins - reimbursement of plastic stuff	
Library Operations / Development		40mins Prioritise cataloguing 40mins - cleaning up periodical subs. 10mns emailing syba signs re new labels	90mins Display change. 60mins Poetry in pocket for rest of week. 20mins - Cataloguing non scis books	30mins cataloguing 10mins Fixing catalogue problems	10mins - Serials problems	

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Library Staff development / PM/ interviews / Interaction	20 planning for the week	30 mins about printing, tripods	30 mins Printing problems	30 Evaluating printing process	20 discussion on processing books	
Professional development		20 mins Netvibes exploration 60 mins - MYP inquiry workshop	15mins - reading listserve, watching video email			
School committees / commitments (ie. camp)	30mins yr 8 camp food meeting 30mins- ICT comm. 20mins - social comm email 20mins Yr 8 camp food - strategising	60 mins CLT meeting	15mins - camp food	10 mins social committee	40mins social committee	
Meetings	50mins PYP meeting					
Other	30mins - org. of self. files 10mins - TL contact re Deborah ellis contact 30 lunch supervision	30 lunch supervision	30 mins After school supervision	responding to emails - 40mins 30 mins BoB	30mins - dress up parade 90 mins Annual Concert	

Teaching : Leading a class in a learning activity

Working with students : Working with students individually and small groups, additional help in classroom, support, library time support

Collaboration: Planning, collaboration, preparing, assessing, follow up activities - includes planning meetings.

Curriculum support: Gathering materials, finding resources, bibliographies, reading lists, suggesting materials.

Tech support : support staff and students on software, hardware, photocopying, database, Oliver etc.

Library admin : Collection development, book reviews, materials selection, ordering, cataloguing, database maintenance / set up,

Library operations : Circulation desk, supervision of students, displays, collection labeling, , setting up systems. cataloguing

Library staff development : training, meetings, performance management,

Professional development : professional reading, conferences, workshops, podcasts, etc

School committee : social committee, ICT committee, CLT, work other than

Meetings : staff meetings, meetings other than committee / special interest groups, parents etc.

Other : camp, duty, before and after school hours, weekend school functions, teacher