

Discovery College Library : Library Activity Log Head of Library

Date : 8th -12th March 2010

	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
Teaching	30 mins 1LRO - stories		30mins 1SBT 30mins 1KGR		50mins 1LRO	140
Working with students - individuals, groups, classes	15mins - 4DBY, 6STI		10mins yr 2	210 Author visit with 7 students 75mins Working with J & Sh in 3DBY 25 CCA - BoB	90 mins J & Sh 3DBY	425
Collaboration with teachers			20mins - AGT 10 mins - AGN			30
Curriculum support / resource development	60mins - author visit letters etc.		60 mins author visit			120
Tech support / troubleshooting						
Library Administration	40mins .Prep for lib meeting. 20mins - prep for meeting with PLK 30 mins - letter re printing 15 mins - proposal for Sen. LA pos. 5 AWG re meas. wall 60, quotation for shelving 10mins -quote for gates. 15mins - PRF for tags and covering		15 mins Self check out investigation 60 mins wishlist	20mins - email catch up from being away yesterday.	20mins author visit 10mins Darren shan 10mins - story telling arrangements, 20 explorer insert	360
Library Operations				120 Oliver self teaching/ self checkout		120
Library Staff communication/ PM/ interviews			15mins - printing 20mins - pages help			25

	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
Professional development		300 mins - moodle.				300
School committees / commitments (ie. camp)			50mins social club	40mins social club	300 cook off (after school)	390
Meetings	40mins lib meeting 75mins - meeting with PLK		40mins adrian inquiry / academic honesty			155
Other	30 lunch duty		30 lunch duty	60 digital cyber (afterschool)		60
	440	300	420			

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, shelving, displays, labeling, stamping,

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