

DISCOVERY COLLEGE LIBRARY

2008 - 09 Annual Report

This report provides a brief overview of the work done by the Library over the 2008-2009 school year including :

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Mission statement.

The following are essential to the development of literacy, information literacy, teaching, learning and culture and, are core school library services:

- supporting and enhancing educational goals as outlined in the school's mission and curriculum,
- developing and sustaining in children the habit and enjoyment of reading and learning, and the use of libraries throughout their lives,
- offering opportunities for experiences in creating and using information for knowledge, understanding, imagination and enjoyment,
- supporting all students in learning and practising skills for evaluating and using information, regardless of form, format or medium, including sensitivity to the modes of communication within the community,
- providing access to local, regional, national and global resources and opportunities that expose learners to diverse ideas, experiences and opinions,;
- organizing activities that encourage cultural and social awareness and sensitivity,
- working with students, teachers, administrators and parents to achieve the mission of the school; proclaiming the concept that intellectual freedom and access to information are essential to effective and responsible citizenship and participation in a democracy,
- promoting reading and the resources and services of the school library to the whole school community and beyond,

- promoting ethical use of information and intellectual property through education and being an example of the value of academic honesty.

Policy Development

A draft library collection development policy was developed early in the year as the library was established.

A procedures manual was started and maintained for staff training and reminders as we went through rapid growth. This will continue.

A camera users policy was developed for the whole school.

Priority for 2009/10 will be to draft a library users policy to cover all library users, and how users may access the library and the expertise of the library staff.

Achievements

Library function and management

The library staff started on 14th July 2008, and managed to relocate the entire collection for the new space, input student information, clean up and have everything ready for school on 20th August 2008. This was effectively 27 working days to be functional.

- Sifted and relocated and relabeled all of the existing resources from the Lai King campus.
- Added over 10,000 items to the library catalogue in the school year.
- Took on the role of managing the school cameras, creating policy and procedures to ensure equal access for all.
- Established a Korean language collection with a large donation from Korean parents.
- Working on an international language collection to support the native speakers in school of various ages.
- The decision to hold off on migrating to Oliver helped to ensure we were able to meet many of the goals as there was so much happening at the beginning of the year and having no communications network would have made it impossible to have the library up and running.
- Took out subscriptions for a number of magazines for both Primary and Secondary interests and curriculum support. These are managed through the library.
- Weeded the Professional Development library in collaboration with team Leaders of the school.
- Established a DVD collection across the school – for recreational viewing and curriculum support.
- Collected, catalogued and organized a location for the holding of Big Books in the library space to improve distribution and identification for curriculum support.
- Catalogued and organized the Primary Literacy Texts - housed in the library and students borrow individually - reduced losses through this procedure.
- Created locations, organized and catalogued resources for Drama, DT, Mandarin, Primary Math, Primary Literacy texts, Secondary English texts, Secondary Curriculum support and Primary Inquiry texts.

- Placed PYP learner profiles in the records of all the picture books, rearranged how the picture books displayed.
- The Guided readers were moved out from the library and into the resource room. The fluency books were moved and reorganized by the team leaders of the appropriate levels and placed in the shared areas.
- Maintained a blog of the journey of setting up the library. Fresh Baked Library <http://freshbakedlibrary.blogspot.com>
- Met with Primary executive to discuss improved management of the resource room. Action from the discussion will result next academic year.
- The 3M RFID security system was implemented and helped to reduce loss. Investigation in how the RFID would be used for stocktake is underway.
- All students were issued with a library card, this was superseded by the smart card for years 4-8 in term three. There were a few hiccups in ensuring this was running smoothly.
- Created a wiki for the library staff to share documents before the school server was operational.
- Held regular meetings on Friday mornings for staff to discuss developments, displays, and improvements.
- Colour coded the non fiction according to DDC norms using Syba signs coloured stickers.
- Trained a number of year 7 and 8 student volunteers to be library Assistants to help with events, circulation, shelving and displays.

Client Support

- Opened the library for Parent borrowers.
- OPAC became accessible online on and off campus with three dedicated OPAC computers in the library space. All students were instructed in the use, this enabled the library staff to work on other tasks.
- Helped to improve the cafe resources by having daily newspapers, monthly magazines and a box of books for young children.
- Established daily newspaper distribution throughout the school.
- Produced a monthly newsletter for staff highlighting new resources, online resources.
- Taught the students appropriate library behaviour at recess and lunch time.
- Assisted many teachers and departments in their ordering of resources.
- Accessed the public library resources when we didn't have specific items requested by teachers
- Created a Facebook page for the library and a Goodreads page for students to link to and be part of the network.
- Helped classes source resources for their units of inquiry.
- Had a wish list for students and staff to request their choices. Priority was given to these requests when ordering.
- Supported the Battle of the Books.

- Held a number of events in the library to promote reading - see under events.

Curriculum support

- Created the netvibes Discovery College online resources

http://www.netvibes.com/discoverycollegelibrary#DC_Library

- Trialled a number of databases - Tumblebooks, Britannica Online, Gale Databases, Nettekker and Brain Pop
- Collaborated on a UOI with Nanyue Zhu , Chinese Teacher on a unit of "How space influences the Chinese Culture"
- Taught Year 5 internet searching techniques and to set up a Delicious account.
- Collaborated with year 1 on their UOI of stories.
- Collaborated and taught information literacy skills to Year 7 - " Media can make a difference" unit.
- Collaborated with secondary English teachers to create age appropriate reading lists.
- Started the DC library page from the DC website.
- Teacher Librarian went on camp with year 8 and introduced voicethread as a means of documenting camp and a form of communication with parents. An animoto slide show was also created from the 1000's of photographs.
- Rejected book donations were channelled to the Art department for an end of year activity with year 8 - Altered Books.

Physical space

- Included soft furnishings for the library - bean bags, large cushions.
- Ordered and set up new shelving resulting in a 'Juniors section" and an International section.
- Plans to rearrange the shelving upstairs and down to increase 'group' spaces for teaching areas.
- Opening hours were from 8:00am - 4pm. Students had access at anytime during this time. Primary classes had scheduled times for borrowing through the week as a whole class, secondary students usually came at the beginning of their english lesson for silent reading material as well as break times. Most days there were over 120 students in the library during break times.

Circulation information

The library has 933 total borrowers with an average of about 5,200 resources on loan a month, many of these being books being borrowed by classrooms and changed regularly.

Number of Borrowers

Parent 52	Primary Students 540
Secondary Student 120	Admin staff 40
Teachers 44	Class / Dept accounts 125

Total number of resources borrowed throughout the year

Borrower category	Total Loans	Borrower Category	Total Loans
Year 1	5025	Secondary students	4271
Year 2	3835	Parents	679
Year 3	4431	Admin Staff	1214
Year 4	5209	Teachers	17096
Year 5	5269	Students (error)	3748
Year 6	3243	Total Loans	54025

Collection Development

Location	Opening Stock	Closing stock	Additions	Older than 2005	Newer than 2005
Junior Fiction	737	1481	744	1260	607
Fiction	906	2011	1105	1489	646
Secondary Fiction	100	422	322	231	225
Junior Non Fiction	1800	2140	340	1918	520
Non Fiction	1440	5129	3689	3960	1190
Chinese Collection	123	544	421	420	124
Secondary Chinese	0	61	61	7	54
Picture Books	1535	1748	213	1582	143
Graphic Novel	14	129	115	51	64
International	6	59	53	51	8
Korean	0	200	200	46	154
Parents	0	14	14	12	2
Drama Dept	0	120	120	97	23
D & T Dept	0	26	26	11	15
Primary Maths	0	215	215		
Periodicals	4	24	20		
Teacher Resource	unknown as most were uncatalogued	264	264	230	34
DVD for general circulation	0	156	156		
DVD for teacher resource	0	65	65		
Audio Books	10	102	92		
		Total additions for the year in above locations	8043		
		Total additions for the entire catalogue for the year: (includes copies)	11177		

Additions do not include the Primary Literacy Texts, Primary Inquiry Texts or Secondary English, or Secondary Inquiry texts.

Additions were funded by the following

Source
Establishment Fund
Operational Budget
Donation from Korean Parents
Paddyfield Credits
Book Donations

Current stock of items that are not located in the library but are in the catalogue.

Location	Number
Drama Dept	115
Secondary Inquiry Texts	264
Fluency Box	2698
Guided readers	6875
Mandarin room	250
Resources Room	5770
Music Room	155
Design and Technology	26
Primary Literacy Text	1115

Periodicals Green cells indicate professional periodicals.

New Scientist + online access	MacLife + online access	Fitness life
Action Asia	Readers Digest	elit + online access
Indigo	Girlfriend	ACSD - Educational leadership + online access
National Geographic + online access	National Geographic for kids	Literature Base
Magpies + online access to 'The Source'	National Geographic for little kids	Fiction focus + online access
Stone Soup	D Mag	ESL teaching
Parents Magazine	Discovery Channel Magazine + online access	IB World
Typhoon Club	Ranger Rick	Teen Vogue

Lost Resources

40 items were lost by students, with 30 items being paid for at replacement cost + \$30 admin fee.

A number of items were marked as missing due to being unlocatable. A number of students and parents left the school with short notice - taking with them 16 items, 5 of which were English set texts of the Whale Rider. (as of end of May)

Totals
Items held in the library 17,041
Resource room Items : 18,208
Total Items for catalogue 35,249

Events :



Morris Gleitzman visited week three of term one. This all happened rather quickly and came about from a favour from Morris, who was passing through Hong Kong and staying in Discovery Bay. He visited for a day, and spoke with the year 7 & 8 students, and year 5 & 6 students.

A quick informal action research in secondary advisory groups showed that about 20% of the secondary students had heard of Morris Gleitzman, and even less had read any of his work. After Morris' visit his books were read throughout the year, and remains one of the most popular authors we have. His book *Boy Overboard* is also part of the year 8 reading on identity.

Sarah Brennan visited during book week on 1 & 2 June. She spoke to all year levels - Years 1 & 2 she read one of her books, 3 & 4 she read a story and spoke about her work. Year 5 & 6 she spoke about how a book is published.

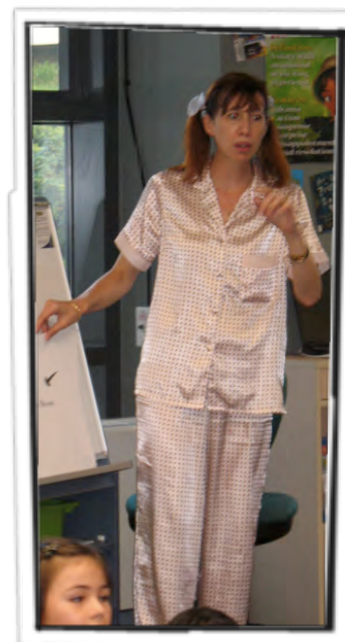
Paddyfield Book club was held in term 1 and Term 2 with over \$70,000 worth of books being purchased by the school community over the two club events. This earned the library over 14,000 book credits to be spent at Paddyfield, in addition to the credits rolled over from last year.

Book Week was held between 1-5 June, the date had been postponed due to assessment and report deadlines. Activities organised for the week were as follows Monday & Tuesday Sarah Brennan visit. Tuesday & Wednesday the Great Book swap, Thursday the Pyjama reading party, Thursday and Friday the Fields Book Fair. Friday the book character dress up day and parade.

The great book swap was a great success with over 200 children participating.

Fields & Associates book fair offered the sale of the books at 20% off the RRP to the students, this was a decision made by Dianne in preference to the library 'earning' 20% credits. This was quite successful, however, not as many parents visited the book fair - may be an idea to place a selection of books in the foyer area at peak times - such as the Book Character Parade, Assemblies and before and after school. Maybe more signage required on the foyer level.

The Pyjama Reading Party was a great success with over 70 children from years 1 & 2 participating with their parents. The Library was full to overflowing, and all were very happy with the experience. Our Guest readers were Loretta Romano, Phillipa Beeson and Dianne McKenzie. Two stories were read at the beginning of the hour, then children broke off to read with their parents, and then they congregated to hear another story to close the evening.



The Book Character parade was highly anticipated by all the students and we had a high percentage of Primary students dressing up with some secondary students also getting into the swing of the event. The Parade participants congregated outside the music rooms, walked up the stairs in year groups, went around a little track with parents and 'undressed' students watching, and then proceeded down the stairs to congregate on the deck stairs. Not as many parents stayed to watch as anticipated - may need to improve the communication. Even some of the staff dressed up.



Displays

Mid Autumn Festival - Lanterns

Halloween

Thanksgiving

Christmas

Chinese New Year

Love your library

Poetry Month

Book week

Dr Seuss



Staff Growth and Professional development

Dianne McKenzie

Attended

- Staff workshop on Literacy with David Hornsby, September 2008.
- Hands on Literacy Conference in November 2008. Learned about how literacy can and should be integrated across the curriculum. Also visited Singapore American School, Tanglin Trust School, Australian International School Singapore, UWCEA East Library
- ALESS Meetings - Monthly local Teacher and School Librarians meetings.
- IB Librarians in HK workshop on how the Library can support the PYP, MYP, DP curriculum. May 2009
- ESF Extended essay / Teacher Librarian workshop on Info Literacy continuum from years 7-13. May 2009
- 2 day training on Oliver system management arranged through ESF.
- Was part of the panel on a forum in Second Life "Librarians in International Schools" with Doug Johnson (USA), Chris Smith (Thailand) and Rob (Thailand)
- Presented in Second Life "Second life : A game of an opportunity for exceptional professional development?" as part of "Your School Library" online conference Feb 2009 Video of the presentation can be viewed here <http://www.youtube.com/watch?v=nW7sjBN93hY>
- Presented at the "Your school Library" online conference February 2009 <http://voicethread.com/#u278080.b340877.i1836009>
- Kept a professional blog <http://librarygrits.blogspot.com>
- Moderated at the YSL June online conference for Mike Eisenberg - creator of the Big Six Information research process
- Contributed to School Libraries 21C online discussion, June 2009

School Contributions :

- Served on the ICT committee
- CAS activities - Teddy Bear Making, Student Library Assistants
- Developed the Discovery Staff Wiki for newcomers.
- Helped to co-ordinate and went on year 8 camp.
- Organised book week

Annie Yeung

- Spent some time in year 2 classrooms to observe how classes are organised and managed.
- Learnt the Alice operating system
- Learnt to download from SCIS, World Cat, Cophac
- Attended a 2 day training on the Oliver system management
- Attended the HK book fair with the library team
- Improved her english
- Became more assertive with the students
- Has applied to HKU Space to begin an Advanced Diploma in Library & Information Science.
- Responsibilities have included managing the library accounts, cataloguing, translation, sourcing local library products, circulation, helping with purchase of resources.

Connie Leung

- Learned Alice library management system.
- Learned to download from SCIS
- Spent some time in year 2 classes to observe and learn behaviour management of students.
- Attended a 2 day workshop on Oliver system management.
- Is working on a Diploma of Library Studies through CUHK
- Learning Putonghua/Mandarin.
- First Aid course gaining First Aid certificate and CPR certified.
- Responsibilities have included keeping the co-ordinating work for the parent and student volunteers, organising the newspapers, cataloguing, translation, sourcing local library products, circulation and Paddyfield book club co-ordination.

Staffing was a problem in the library early in the year with the loss of one of the permanent staff. This led to a number of temporary workers helping us get through each day. (Giraffe, Jenny, Joanne, Tahnee) Connie joined the team in early February and we have managed to move forward from then, making significant changes and working better as a team. Both Annie and Connie have been forthcoming with ideas on improvements, adjustments and are willing to go the extra mile in helping the students and staff.

Volunteers

Volunteers have been an important part of getting the library working effectively. After moving into the space we had a number of volunteers - Helen Ho, Giraffe and friends were an invaluable part of the team in the beginning to help relocate and label all of the books. A new mum to HK came in often to cover the new the labels. A number of parents took books home to cover, and other parents came in to cover the books. Constant and reliable helpers throughout the year were the Korean mums led by Grace Hwang who came in weekly to cover books, Lisa who was able to prepare the volunteers and organise the resources and cover books. Two missionaries from the Church of Jesus Christ of Latter Day Saints also volunteer for about 180 minutes a week. Many, many volunteer hours were put in to set up and maintain the library. Next year the aim is to log the volunteer hours so we have a true reflection of how much we rely on them. The volunteers have enabled the library staff to continue with cataloguing, and interacting with the students and staff. Our regular weekly volunteer hours average about 40.



Plans for 2009/2010 Academic year

- Move to Oliver Library Management system.
- Teach all students and staff how to get the best from the Oliver Library Management system.
- Rearrange the library to better suit the needs of the users. Including a teaching space and group work spaces upstairs.
- Improve Library signage.
- TL to be more involved in the collaborative teaching - I UOI for each primary year group (identified at whole school planning day) and secondary groups and classes where required and identified.
- Identify information literacy skills that need to be taught at different levels.
- Implement online resources such as online encyclopedia, magazine database and brain Pop. Teach all students and staff access to the databases and online resources.
- Run parent workshops on helping their students with homework using the internet and online resources.
- Organise the back room into a more manageable and workable space.
- Be a part of the teacher orientation programme focusing on library resources and services at the beginning of the year for all staff.
- Increase the number of recreational periodical subscriptions to include the following titles :

Inside Sport,	Asian Geographic,	BBC Focus,	BBC Good food,	BBC Top Gear
Shout, Net guide,	CNG English version,	Teaching and Learning,	Special Children,	PE & Sport,
Passport,	Asian Geographic Juniors,	TBK magazine,	Ola Spanish magazine,	Soccer world,
Rugby World,	Sports Illustrated for Kids,			

- Tidy up the catalogue records - deleting and purging records that are no longer used.
- Assess the resource room for better management of resources, integrate the resource room as an extension of the library services for both primary and secondary.
- Establish a working group to assess and work toward making the school an information literate school, which will include working with whole staff on an academic honesty policy and procedures along with the IL scope and sequence. Developing and applying an information literacy continuum and scope and sequence to the whole school curriculum. Collaborate on an information search process (ISP) or research model across the whole school.
- Co-ordinate procurement for all book orders for the school - including collating, checking against current stock, ordering, cataloguing, designation,
- Collaborate on Essential Agreements with staff and students regarding library services and resources.
- Focus on building the Junior Non Fiction, Fiction, Junior Fiction and Senior Fiction, Spanish, Chinese Japanese and Korean Languages, Graphic novel and Parent section.
- Increase and promote reading in the school through various programs and promotions.

- Displays – apart from those we did this year to also include new displays and focus “Before they were Movies”, World environment day / month and celebrate International School Library Month.
- Hold a book swap every term.
- Training the library staff to use Apple mac computers to help with troubleshooting and assist students, and to aid in creating displays and publications.
- Further develop the Library website, making use of the moodle platform that will be adopted.
- Complete the colour coding of NF and JNF locations.
- Publish a library users guide.
- Further develop the student Library assistant program to include Year 5 and 6 students.
- Stocktake catalogued resources.

Overall Comments

The 2008-09 academic year was an extremely busy one for the library as we moved from being a small library catering for years 1-6, to a larger resource centre for years 1-8. It was a period of experimentation with new policy and procedures as we became used to the space with new and unexpected occurrences happened. The students at the beginning of the year had little concept of library behaviour and it took most of the year reminding them of the behaviour required to change the way they interacted with others, the staff and with the resources.

The flexible scheduling worked well as it allowed for just in time learning and for the TL to be integrated into the curriculum across the different year groups. Units of inquiry have been identified for Primary for 2009-10 academic year and planning is already underway for the first unit with year 6. Planning for a year 9 english humanities unit is also underway.

The library space at times was not conducive to both teaching and having class borrowing time, but hopefully changes to the layout of the library will help to alleviate this. Noise is a factor in the library with the mezzanine level effectively producing noise over two levels, again it is hoped that the changes to the layout will help with this issue.

The school needs online resources for the next academic year, with the One to One laptop programme now implemented, and rich computer access across the whole school, it is imperative that the students and staff are educated beyond internet search engines and are given the opportunity to access much better resources across all age groups. This is preparation for Extended Essay and university experiences. The MYP authorisation is quite clear that online databases are looked on favourably.

I am thankful for the support given to the library team this year as we moved through the different phases of construction of a dynamic library. I appreciate the autonomy and problem solving and holistic view of the library in the school, and the support of the whole staff for what we are trying to, and especially the support from the executive. I am also thankful for the professional development opportunities we have had this year to enable us to understand more fully the library role in the IB programmes.

I look forward to working with the staff again on the next phase of the Libraries growth to integrate more fully information literacy across the curriculum and to fulfill all of our aims and plans for the next academic year.

Dianne McKenzie,

Head of Library,

Discovery College.