

KiiT International School



LIBRARY ORIENTATION PROGRAM FOR TEACHERS

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**Knowledge is free at
the library. Just bring
your own container.**

INTRODUCTION

The primary goal of the library is to provide the best possible service to the students and faculty of the KiiT International School and others using the library. We encourage you to ask for assistance or information from the Library Staff to help us achieve that goal. We also ask that you make suggestions that will assist us in improving our service or the collection.

The School Library is the laboratory of the researcher. Over 6,000 volumes from the core collection of the library. In addition, Particular emphasis has been placed on collecting materials that support the major programmes of the school.

We hope that your time spent in the library is productive, informative and rewarding. Please let us know if there are ways in which we can help you.

TEACHER COLLABORATION:

“Children must
be taught
HOW TO THINK,
not what to think.”

Margaret Mead

We are available to help plan your research unit with you. Students do best when they understand that research is a process or set of strategies or steps.

To help get things off on a positive spin, here are a few things I'd like you to know about the library, our program and me that can help us both form a great partnership...

1. The librarian doesn't own the library. You and your students can recommend materials and have a voice in library policy making
2. The library should be considered an “intellectual gymnasium.” It's not a student lounge, study hall or baby-sitting service. The students in the library, including the ones you send, should have a reason for being there. Whether for academic purposes or personal use, students should be in the library because they need the library's resources, not just because they need to be somewhere.

3. The best resource in the library is the librarian. I can help you plan a project, find professional research, try to answer a reference question. And if I can't do it, I will help you find someone who can. I can help find and inter-library loan materials you need that are not in the school library itself. Helping others gives me a huge sense of satisfaction so please never hesitate to ask me.

4. Planning is a good thing. Advanced planning with me will greatly increase you and your students' chances for success with projects that require information resources. A well-planned research unit or technology project will greatly decrease frustrations for everyone involved. With my experience, I can let you know what strategies work and don't work.

5. Recognize that the library provides access to both print and electronic information. I can determine which one best suits yours and your students' needs. Students do not always realize that print resources are the best for many purposes. It breaks my heart to watch a student spend a frustrating hour trying to find the answer to a question on the Internet that could have been answered with a print resource in minutes.

6. The librarian can be helpful in evaluating the information found on the Internet. One of the greatest challenges of using the Internet is determining whether the facts and opinions found there are credible. I have the training and tools to do just that. And it is my mission to teach students effective evaluation skills as well.

7. The library can help your students' performance on standardized reading tests. Research has proven that children become more adept at reading by extensively practicing reading at or just below grade level. The library contains a wide range of material in print format that students can use to improve reading skills.

8.RESERVING THE LIBRARY:

Work with one of the librarians to place you on the calendar when reserving the library. We can't accommodate more than one class in the library at each period.

9.TEACHER RESOURCES:



KiiT International School Library maintains a Professional Development area for materials useful in the classroom and to further growth in your profession.

The main area of the library has 4 computers for student use and one teacher station near to Reading Area. It should be stressed this area is for **teachers only**.

10. LIBRARY PASSES:

Permission Slip (for library only)

Grade _____ *Name of the Student* : _____ *Date:* _____
Room No : _____
Permitted Time : _____ am/pm to _____ am/pm
Purpose: _____
Name of Classroom Supervisor: _____ Signature _____

During class time students ***must*** have a written pass. We accept two(2) students at a time from one teacher per class period.

All students' names must be listed on the individual pass. The teacher must sign the pass and make sure that the students have an assignment to complete.

The research topic and purpose should be clear to the student for the visit to the library. The library maintains an academic environment and students who are not responsibly working will be asked to return to class.



11. CHECKOUT:

All staff members are patrons in the library and are encouraged to borrow library materials. All materials/equipment may be checked out by the staff though some are on set limits due to high usage/low availability.

Reference books; we do request you return these promptly.

Responsibility for items checked out is placed on the individual person who checks them out. Please return them in the same condition as when they were received.

CD's and DVD's in need of maintenance or repair should be returned with a note detailing the problem.

Issue of Books for staff: Staff will be issued to a maximum of **FIVE books** (other than their text books) for a period of **15 DAYS**. The books can be renewed once. Then the books have to be returned back to the library. **CD's and DVD's** can issue from the library for the **period of 2 Days**. One Text book and Two reference books they can borrow from the library on the basis of their teaching subjects and grade. they have to return these books on or before start of the vacation.

12. Freshman Orientation: An introduction to the library that covers:



4. Evaluating a websites

1. Rules and procedures for checking out a book
2. Identification of the layout and location of items in the Library
3. Expectations and conduct while using the library

The subtitle of my professional standards document is Building Partnerships for Learning. I have truly taken that concept to heart. I am here to help you and your students do things you can't do alone.

EXPECTED FROM THE TEACHERS



- ⌚ NEED TO FILL THE LIBRARY REGISTRATION FORM & SUBMIT IT IN LIBRARY.
- ⌚ COME AN EMPTY HAND ,GO WITH FULL OF ISSUED BOOKS
- ⌚ DONT FORGET TO TAKE CLEARANCE SIGNATURE WHEN YOUR ARE LEAVING
- ⌚ WE ISSUE 5 BOOKS OTHER THAN YOUR COURSE MATERIALS AND REFERENCE BOOKS.
- ⌚ PLEASE DON'T COME TO LIBRARY WITH YOUR PERSONAL BOOKS (ITS DIFFICULT TO MAKE OUT WHICH IS PERSONAL AND FROM LIBRARY)
- ⌚ PLEASE DON'T ASK TO TAKE NEWSPAPERS,MAGAZINES ETC TO CLASS OR STAFF COMMON ROOM FOR READING
- ⌚ PLEASE DON'T SEND STUDENTS FROM CLASS IN YOUR NAME TO TAKE THE BOOK ON BEHALF OF YOU
- ⌚ CONSUMPTION OF FOOD AND DRINKS IS NOT PERMITTED IN THE LIBRARY
- ⌚ WE EXPECT TEACHERS TO SUGGEST SOME REFERENCE BOOKS OF THEIR SUBJECTS TO MAKE THE LIBRARY RICH IN THEIR SUBJECT.
- ⌚ PLEASE DON'T USE LIBRARY STORE ROOM TO TALK ON YOUR CELL PHONE
- ⌚ IF YOU ARE CONDUCTING ANY MEETING, WORKSHOP OR ORIENTATION PROGRAMME IN THE LIBRARY, PLEASE INFORM THE LIBRARY STAFFS BEFORE TWO DAYS

BE POSITIVE....
BE PERSISTENT...
BE PRODUCTIVE...
ALWAYS BE PROFESSIONAL
BE KIITISIAN

