

LIBRARY RESOURCE CENTRE – SERVICES PROVIDED

The Library Resource Centre's purpose is to use its expertise in the discovery, acquisition, management and delivery of information resources to participate in the development and delivery of effective learning, teaching, understanding and research.

Our Goals are:

- To provide and furnish a flexible, functional, safe, technology-equipped library research space to allow for quality learning experiences for all students
- To accommodate and exploit digital technology to provide convenient and equitable access to materials in all formats
- To integrate library resources and services to maximise support for initiatives, teaching, learning and research within and beyond the classroom
- To develop and maintain policies and programs that support high level performance, motivation and the diversity of the school community
- To collaborate with teachers to plan and implement literacy and literature programs that result in positive learning outcomes and fosters a confident reading culture
- To assist learners to develop independence, interdependence and self-motivation within themselves to become lifelong learners

SERVICES

- Present information sessions on library facilities, website usage, research techniques and referencing documents
- Keep up-to-date with new initiatives such as e5 and POLT, as well as Web 2.0 technologies
- Provide students with relevant and current materials
- Ensure a self-directed learning environment within the library
- Assist staff both within their classrooms and in the library
- Organise displays for International students, Student Council and new books as well as providing magazines and brochures of interest to students
- Provide books for Welfare Students and International students
- Make available ID cards for all students (these also act as their library cards)
- Provide student services such as the distribution of school logo "hoodies"
- Provide three different learning spaces within the library: 1. Teaching space 2. Small group discussion areas 3. Private study carrels
- Provide facilities so that students can photocopy and print
- Provide board games like chess for students to relax over their lunch break
- Lend out laptop computers for portability
- Provide desktop computers for student use
- Keep a 12 month supply of The Age, The Herald/Sun and The Bendigo Advertiser archived for student copying
- Provide a collection of new fiction for students to read

- Provide DVDs and CDs for students to watch and listen to within the library
- Allow students the use of basic stationery items within the library
- Sell basic stationery to students, including paper, binder books, tissues etc.
- Provide an Ipod charger for student usage
- Provide closed reserve collections of texts (on specific topics) for staff and students
- Research support materials on specific subjects to be made into help pages on the library website (including books, DVDs and websites)
- Provide brochures to assist students and staff on such things as bibliographies and research techniques (etc)
- Allow borrowing resources from other libraries within the Bendigo region (eg. Latrobe University)
- Binding for staff and students
- Laminating for staff and students
- Supply daily newspapers privately ordered by staff and students
- Display motivational posters and R.O.L.E. (Respect, Optimism, Learning and Environment)
- Recording specific programs from free-to-air Television stations
- Lend digital still cameras, digital movie cameras and flip cameras to staff and students
- Lend memory cards, memory sticks, and card readers to staff and students
- Lend screens and projectors to staff
- Interactive whiteboard for use by staff running a class in the library
- Answer questions from students at the reference desk
- Liaise between "Landmark" (Bookseller) and students re purchasing and privately ordered books
- Organise the booklist for both year levels
- Maintain and manage the purchasing of items for departments as well as the library collection
- Maintain Amlib database
- Lend books etc to staff and students
- Provide a meeting place for committees after school hours
- Provide a meeting place for parent/teacher interviews
- Provide a counselling service and safe haven for some students
- Organise Morning Tea for staff on Thursday mornings including a display of new books
- Provide class sets for use with classes
- Organise displays for specific times throughout the year (eg Science Week, Library week, Mental Health Week etc)
- Alert students to up and coming revision lectures from outside providers
- Contact students regarding overdue books
- Listen to and usually order requests for new novels for students and staff
- Ensure staff and students are abiding by the school's copyright obligations
- Provide support to staff with new and innovative technologies
- Maintain databases such as "Clickview" and "Articles on Line"
- Take ID photos for International students and those who were not present on photo day

- Archive newspaper articles which contain images of current students and staff
- Mending books whenever necessary
- Update the audio visual collection to replace videos with DVDs
- Keep in contact with Bendigo Education Plan Libraries
- Provide dictionaries for International students (especially Chinese and Karen)
- Active members of committees such as Curriculum and Learning Team, Extended Leadership Team and Teaching and Learning Innovations Team

And lots more!