Goal: To be respected, appreciated, valued, noticed, utilised

Solution: Advertise yourself and your knowledge! Offer your services

Result: Teachers see you as a valued member of the staff, they are more aware of your talents, and they come to you for advice

|  |  |
| --- | --- |
| **Library lessons** | **computer lessons** |
| How to use LMS (such as Oliver, Access-It, etc)* renew book
* search catalogue
* reserve book
 | Keyboard shortcuts* Ctrl + F (Find)
* Ctrl + Alt + Del (Task Manager)
* fn + home (screenshot)
 |
| Dewey decimal | Search tips* \* (wildcard)
* “*xxx*” (use speech marks to search for exact spelling)
* search filters on Google
* students should not type the question word-for-word, or they’ll get Yahoo Answers
 |
| How to use databases, your school’s digital resources* EPIC (incl. cheat sheet)
* eTV
* Clickview
* World Book
 | Copyright* your school’s license
* Creative Commons
* when it’s OK to photocopy
* copyright-free images (flickr Commons, Google image advanced search, Life magazine, clipart)
 |
| National Library * how to order books using online form
* services available such as Many Questions
 | Toolbars* favorites toolbar – how to make it appear, how to fill it up
 |
| SMS (such as Moodle, Scholaris, Sharepoint, etc.)* how to book the library
 | Effective passwords* myfdwB0gu5go
 |
| Desk Copy/Reserve books* how to request a Box-of-Books on a certain topic
* when it might be useful
* bring a sample box!
* have forms available on the spot
 | Evaluating websites* .com/.org/.gov/.edu
* Wikipedia - what is your school’s policy?
* ipl (internet public library)
* Khan Academy
 |
| Overdue book policy * how teachers can help
* end of the year overdue books procedure
 | Printing* explain student printing accounts, prices
* how to print single-sided
* how to fix printer
 |
| Library Pass* instructions, maximum number of students to send
 | Windows tips* rectangle = show desktop
* gadgets on your desktop
 |
| New books* show what has been purchased recently
* tell them you can buy for their department – what new topics are they studying?
 | Email skills* make folders
* calendar appointments & reminders
* signature
 |
| Offer to teach EPIC or referencing to their students | Bibliography * use Reference tab in MSWord, give cheat sheets
 |
| Teacher’s Guide to the Library* distribute guide at beginning of the year
* which computer labs are available
 | links for ESOL* Simple Wikipedia
* translation available on some EPIC databases
 |
|  | Online bookmarking sites* diigo, delicious
 |

Level of difficulty:

Within the staff there is a wide range! (teachers, secretaries, sport managers) So you can’t meet everyone’s needs every time.

*simple* Ctrl + F (Find)

*complicated* EPIC

Mix it up – some simple; some complicated

Formats:

Balance entertainment/content

Regular pattern is best (e.g. every Monday or every Staff Meeting) Be brief, be willing to cancel if there are too many other people waiting to speak

Different learning styles requires multiple ways of presenting e.g. I like maps (visual); my son like GPS voice (auditory)

* Speaking

use a microphone if available; use it properly

use projector

*example*

effective passwords:

mfdwB0gu5go

be concise!

plan your presentation, use your notes

describe it in 3 steps, use your fingers

re-cap at the end

send email (the same day) to reinforce the skill

may need additional written version?

* Written instructions

*example*

Referencing tab in MSWord

step-by step instructions

numbered or bulleted (not complete sentences/paragraphs)

include diagrams, screenshots, pictures

* emails

write in the body of the email (better than attaching)

attachment - in addition?

*example*

email signature

step-by step instructions

numbered or bulleted (not narrative)

include diagrams, screenshots, pictures

* PowerPoint
* Prezi

*example* fix the printer

http://prezi.com/zm0ffixwd5ir/printing-errors/

more interesting than PowerPoint

teachers may ask what program you used

* Show and Tell

*example* Box-of-Books

bring sample

* End-of-year review

summarise a few key skills

ask for show-of-hands for how many have used each one

HELP!

I can’t do this because ...

|  |  |
| --- | --- |
| * **no projector?**
 | make sure to have written instructions for everyone to follow along |
| * **can’t leave library for staff meetings?**
 | find support staff or student librarians to take overor close the libraryor do monthly email or written newsletter in pigeonhole instead |
| * **no time during the school day?**
 | prioritise, prepare ahead of timeinvest time in this, and the library will benefit in return |
| * **don’t know what skills to teach?**
 | think about what they ask you to do most, keep track of their weaknesses, look over this list |



Access all written instructions

and all emails in DROPBOX

https://www.dropbox.com/sh/5v4y7fwgu4w6gce/CYqA0pwxwx

Example of written instructions:

Example of email: