## LIBRARY MEDIA CENTERS AND STAFF – START OF SCHOOL ACITIVITIES

## Fall 2017

Below is a combination of facility, automation, and program activities to begin the year.

Be flexible, prioritize your work and do the most important things first. Let me know of problems that develop.

The Library Media guidelines have always been, “Library media centers in the Topeka Public Schools are open for business to teachers the first day back on duty, and to students the first day of school. Class activities in the media centers begin the second full week of school.” This year students are already in Destiny and records will update every night, based on PowerSchool enrollment records. Central Media Services staff will enter faculty changes based on August 1st TERMS, but you will need to let us know of later staff changes. Also, staff records will take a while as there are fewer of us.

## School Priorities

**Understand changes in the School Improvement Plan and building initiatives -** Be sure you understand your school improvement plan and how the principal and teachers expect the media center to support improvement in student achievement.

**Define Library Services -** Develop written information outlining your library services and policies for the year to share with staff and students. This might include circulation policies for staff and students, a library schedule, a library class schedule. Arrange a time to educate staff about library services and adjust where necessary.

**Develop your teaching schedule –** This is usually most difficult at the elementary level. Each school has its own scheduling necessities. Work with your principal and teachers to make sure you “teach” students on a regular basis and that all have opportunity to checkout.

**Attend meetings –** It’s the way to find out what’s going on and knowledge is infinitely useful. Help make decisions that affect your work.

**Conference with teachers –** Everyone will be very busy, but it is important to establish rapport with colleagues and begin librarian-teacher collaboration.

**Read and respond to correspondence –** Study memos and email. Most business will be conducted through email and shared documents.

**Answer requests –** Support your teachers with information and materials.

## Teaching Program

**Review curriculum –** We will be piloting the use of the [KSDE Library/Information and Technology Standards](http://www.ksde.org/LinkClick.aspx?fileticket=9IEAE56aAc0%3d&tabid=476&portalid=0&mid=3268). Review these and plan your instruction year based on prior experience, curriculum standards, and student needs. Focus on essentials at each grade level.

**Plan instruction –** Make detailed lesson plans for the first weeks of school.

**Plan professional development** **-** Plan how you will deliver information to staff about changes in library media related services; eg., Research databases and Destiny.

**Plan with teachers –** Begin collaborative planning for the year based on prior experience with teachers and their plans for new initiatives.

**Check computer applications –** Make sure applications and websites, which you use for instruction, such as Promethean Planet and Google Classroom are running correctly on your computers and new data is uploaded. Make sure all your user names and passwords work.

**Understand new Professional Development and Licensure regulations –** Determine building and personal needs and make them part of your goals plan. These will need to be entered in Frontline (used to be MyLearningPlan).

## Facility

**Fix things –** Check for things that may have gone awry during the summer and notify your principal and me. Mildew comes to mind.

**Check missing things –** Check for items such as tables, chairs, equipment, etc. that may have wandered off when the room was cleaned or for use during summer activities in the school.

**Straighten and clean -** Make your media center look welcoming, useful, and active. This usually requires some straightening and cleaning, new displays, and a smile.

## Circulation and Catalog System

**Make sure your Circulation Computer has been replaced with a new small form CPU –** All circulation computers will eventually need to be reset for inventory.

**See “Destiny System Reminders” list –** Make sure your system is ready to use. Make sure all your user names and passwords work. Contact Diane Leupold if you need step-by-step instruction.

**Update Patron Data -** Check Destiny patron information against your new faculty list. We are updating teacher’s assignment locations in Destiny as of August 1st. If you have new staff that are not in your school’s patron list, email their name and staff ID number to Diane Leupold. Do not delete staff unless you know for sure that they have left the district. Student information should be automatically entered into Destiny, but at the beginning of school, data may have some errors as it reflects what is in PowerSchool. High schools are also responsible for deleting graduated students.

**Produce patron lists and/or cards -** Necessary so that students and staff will be able to check-out materials quickly. The complexness of this activity varies depending on the circulation procedure established at the school.

**Mark all overdues carried over from the previous year as “lost” –** This will facilitate clearing records of students who moved to new schools over the summer. You must print a list of overdues and mark them lost individually in Destiny.

#### Materials and Resources

**Plan Chromebook and iPad distribution -** This is increasingly important.

**Check in newly processed items –** This is a good time to let teachers know of special materials they could use.

**Sort the mail –** Check in magazines, select and organize catalogs you wish to keep, and throw a lot away.

**Check electronic resources –** Make sure that all the icons in your “Library-Reference” folder and links on your Media Center Website, link correctly. Report or correct anything that is not working. Remember that the State Library of Kansas resources sometimes change.

**Check in magazines –** Start/update the system you use to keep track of the magazines that you have ordered. EBSCO Subscription Service is supplying most of the magazines ordered for the district this year. Separate instructions will come to you.

**Plan your budget –** Use 80% of the budget amount from last year as an estimate, and order materials early in the fall. Remember that we may have to use some of your money to subscribe to online resources.

## Computer and AV Equipment

**Check computer equipment –** Make sure that all computer equipment in the media center and any other equipment you are responsible for, is working correctly. Report any problems.

**Make sure Chromebook and iPad records in Destiny are accurate –** Do use this information to keep track of where items are. Cart locations for devices are listed in the “copy record” and you can generate lists based on this. Be ready to check out Chromebooks, iPads and carts.

**Make sure that Teacher Laptop checkout information has been shared –** This is an ongoing issue. Do the best you can.

**Check in new equipment –** Complete any outstanding paperwork on new equipment, label it and prepare it for checkout and use. Remember that teachers new to your school may have brought TPS equipment with them to your school.

**Check on repaired equipment –** Check on equipment that is still in repair through the work order tracking system. The person in charge of reporting problems should be able to get a status report from the system.

**Organize equipment –** Develop a plan of where equipment will be placed… Permanently assigned to rooms, shared among teachers, or circulated from the media center. Discard old equipment that is no longer used.

**Clean/inspect equipment –** The need for this varies, but it is important to preserve what we have. If you still have/use overhead projectors, order projection lamps to establish a small supply in your building.

**Distribute equipment –** Use Destiny system to track where equipment is supposed to be in your building and/or who has it. If you need to circulate equipment that has not been entered into your system, contact Diane Leupold and keep a written record of who has the equipment so that you can check it out as soon as you have a Follett record.

## Everything else that I forgot or is specific to your role in your school