

## TV/VCR Schedules

Each floor has TV/VCR's available for sign out. Schedules for each TV are found where the TV/VCR is stored.

1<sup>st</sup> floor-storage room

2<sup>nd</sup> floor-AV room library

Please sign out as needed and return each TV/VCR when finished.

## Other Equipment

There is a data projector and sign out schedule stored in the AV Room in the library. This is a handy piece of equipment for whole class teaching in the computer lab or for your classroom.

## Video Borrowing from Singleton

As you know we do have videos in our library. But, there is a much bigger collection available from the Singleton Centre. I will give you the booking instructions. Need help? Just ask.



## Post's Corners Library Update for 2004/2005 Please Read!

Looking forward to our partnership!

### Staff Sign-Out of Materials for Week 1

- ✓ Choose what you would like and pile on sign out desk with name on post-it. Shelley will deliver to you.
- ✓ Each staff member has their own library card. Newcomers-just as soon as possible for you.

### Staff Orientation of Library Sign-Out System

- ✓ I will offer 2 (both same) sessions to show you how to use the DYNIX sign out system. If you will be doing a whole class book exchange this year you need to know how to do this, so please come! Watch for dates on chat and in your mailbox! (will be held during 2<sup>nd</sup> week in Sept.)



Anyone wanting a refresher on DYNIX come along. If you are unsure ask Robyn how fun it is to be Princess Wanda!

## Student Orientation

- ✓ Your class will come for 2 orientation visits.
- ✓ A schedule will be posted on the library desk on Wed. Sept. 7 for you to sign up your class for visit 1. I will remind on chat.
- ✓ Visit 1 will be a short activity and 1<sup>st</sup> book sign out. It will be during the week of Sept. 13.
- ✓ 2<sup>nd</sup> visits will begin Sept. 20 or possibly before. If there is a need to have students return books prior to your 2<sup>nd</sup> visit please have them come in pairs or small groups, not whole class.



## Library Schedule

- ✓ The library sign out book for whole class book exchange, table bookings, library computer bookings will be on the sign out desk daily after our first 2 weeks of orientation.
- ✓ You will be given a sheet in your mailbox during the 1<sup>st</sup> week to decide your commitment this year for your class book exchange.

Your choices will be:

- Weekly or biweekly whole class book exchange. Time will be secured for your class on the schedule.
- Small group per day ex. Mon. group. You can send them when convenient.
- Small group during your DEAR time.

The library will be open all day during class time. Therefore individual students may also come and exchange their books when needed. HOWEVER, each teacher should make a commitment to one of the above so that students make the most of our library.

