**Alfred S. Wilsey Library**

Department Handbook

The Alfred S. Wilsey Library

St. Ignatius College Preparatory

Revised February 2015

**Department Profile**

**Mission Statement of the Wilsey Library**

The Wilsey Library seeks to promote the philosophical and educational goals of the school as stated in the Mission Statement and the Profile 20/20. The library provides a wide range of books, databases, and periodicals which have been selected with a rigorous college preparatory curriculum in mind. Students are challenged to grow intellectually and think critically as they work with these materials. A balanced collection of materials on the teaching and practices of the Catholic Church as well as other religious faiths help our students to grow in knowledge of their faith and to help discover ways to make that faith work in their lives both as individuals and as members of society.

**Faculty and Staff**

**Head Librarian:** Nnekay FitzClarke

**Reference Librarian:** Sarah Giffen

**Library Technology Coordinator:** Sheila Perlite

**Course Outcomes**

**Standards**

1. Students will access information efficiently and effectively.
2. Students will evaluate information critically and competently.
3. Student will use information accurately and creatively.
4. Students will pursue information related to personal interests.
5. Students will appreciate creative expressions of information.
6. Students will strive for excellence in information seeking and knowledge generation.
7. Students will recognize the importance of information accessed beyond search engine results.
8. Students will practice ethical behavior in regard to information and information technology.
9. Students will be well equipped to recognize a proper source and know how to interpret and evaluate it completely.

**Outcome Objectives for the Library**

Students graduating from S.I. will be able to:

1. Use the library catalog to locate print/non-print materials in the library collection

2. Conduct searches using our databases to locate relevant information on assigned topics

3. Conduct a search of the Internet using a search engine to find proper academic sources

5. Demonstrate knowledge of standard etiquette and behavior, e.g. maintaining quiet, returning library materials on time, and proper handling of library materials

6. Show an interest in finding information across various mediums

7. Develop information-seeking strategies which include traditional print sources, databases and the Internet

8. Use materials without plagiarizing and show knowledge of documentation styles to site their sources

9. Evaluate articles and information to determine bias.

10. Synthesize information into a final product which required combination of information from many sources to successfully meet the assigned task.

**Library Skills Curriculum**

The Research Skills instructional program at St. Ignatius is designed to familiarize students with our library resources, and prepare students for colligate level research. Therefore there is heavy emphasis on orientation and instruction during the freshman and sophomore years. After fully orienting the students with our resources, we use subject specific classroom assignments to further their research proficiency. With faculty collaboration, the library staff aims to maintain regular reinforcement of the use of the library throughout the four years at St. Ignatius.

Across the subject and grade levels, all classes are encouraged and welcomed to

bring their classes for presentations that will help the students with their assignments. Through our **Class Projects**, **Research Help**, and **Find a Book** pages on our website, students can work not only in the library, but also online 24/7 (permitting internet access). These presentations highlight specific resources that are specifically tailored for their assignment.

**General Orientation**: given to all freshmen so they become acquainted with library rules and regulations, standard procedures for using and borrowing our resources, and most importantly how to locate and use our resources. Specific contents of items covered in this presentation include hands-on experience with and knowledge of:

* How to access books using our catalog
* How to cite sources
* How to evaluate a website
* Best strategies for searching a database
* Plagiarism

**Strategies**

The library staff uses a variety of teaching strategies to make our students better library users. Frequently in an appropriate section of the library or in the classroom a short lecture with visuals is used to make students aware of the availability/location of resources or to pass along general information. Our heaviest reliance, however, is on “hands-on” instruction where students are given the opportunity to use the resources or tools to find the answer to their information needs. This enables the library staff to concentrate on the students who are having problems and allows the self-sufficient learner to proceed on their own. Much of our instruction is one-to-one and follows from a perceived need.

Using Ignatian Pedagogy, the library staff has broken the process of research into four different segments: Experience, Reflection, Action, and Evaluation.

**Experience:** *What do I know?* This is where the student explores their base of knowledge on the topic and what areas they would like to further investigate.

**Reflection:** *How will I get more information?* This is the dissection of the prompt. Students sit with the topic and brainstorm Key Terms, and all the various aspects of the topic they desire to uncover. Students must also figure out the right sources they will need to refer.

**Action:** *Mining Information.* This is the process of discovery. Taking Key Terms to the index of books, to databases, and search engines. This is when students gather as much information on the topic as possible.

**Evaluation:** *What do I have?* The student evaluates the material they have collected. They look at the data/information and begin to build their own conclusions on the topic at hand. Advanced level research would try to determine the inherent bias in each of the source and to find an opposing viewpoint to better form a well-rounded argument.

After completion of the process the student starts again with Experience. With each cycle the student gains more insight, information, and easily dives deeper than they would with a casual Google search. The library staff with focus on integrating this strategy with the curriculum modifying for each grade, subject, and skill set.

**Department Policies**

**Library Policies**

**Hours** The Library is open on regular school days from 7:30 a.m. until 5:00 p.m.

Monday through Thursday; Friday or other Day 5 schedule days, from

7:30 a.m. until 3:30 p.m.

**Circulation** Books circulate for three weeks and may be renewed

**of Materials** provided no one else has requested them. Reference books circulate overnight, starting after school; they must be returned before the start of the next school day. Video cameras and digital cameras circulate for 3 days.

When a book has not been returned in a timely manner, the student will receive three e-mails. After the third email, a bill for the book is sent home.

**Lost** Lost, defaced, or mutilated material will be charged full

replacement cost, with a minimum charge of $10.00.

**Conduct** The Library is a place for quiet study. Loud talking or cell phone use is prohibited

There is no eating or drinking in the library except for water; open food and beverage containers are prohibited.

Sitting on tables/study carrels and lying on the floor is prohibited.

Removal of library material without proper checkout will be considered a serious breach of school policy.

All other regulations outlined in the Student Handbook are in force in the Library.

Repeated failure to abide by these regulations will result in detention or loss of library privileges.

**Resources Available in the Wilsey Library**

The count varies from year to year, but approximate numbers for 2015 are as follows:

* 15,672 books
* 23 databases
* 10 video cameras
* 10 still cameras
* 16 tripods
* 25 periodical subscriptions
* 24 desk top computers and 10 laptops
* 1 scanner
* 3 printers – one color
* Color copier

Other items the library offers includes: noise cancelling headphones, normal headphones, iPad keyboards, eBook readers, markers, colored pencils, crayons, mac adapters, iPad chargers, macbook chargers, graphing calculators, and miscellaneous office supplies.

**Rules for Computer Use**

1. Library computers may be used only for those programs provided by the school. No personal programs may be brought in for use on the library computers.
2. Priority for computer use is academic work; recreational use is only allowed if the computers are not needed for academics.
3. Any program having an audio component must be used with headphones, which are available from the check-out desk.
4. The general rules of library behavior regarding noise, etc. apply to the computer area.
5. Repeated failure to abide by these regulations will result in detention or loss of library computer privileges.

**Material Selection Policy**

Books, databases, periodicals, and other materials are chosen if they:

1. Support and enrich the curriculum (i.e. provide collateral reading, source material for papers and reports, and reference material);
2. Further the development of the student intellectually, emotionally, culturally, and spiritually;
3. Provide information and stimulation toward developing non-curricular interests and talents( e.g., creative endeavors, sports, hobbies)
4. Provide recreational reading;
5. Are accurate, up-to-date, well written, and appropriate to the grade level, as determined by reviews, faculty recommendation, or inspection;
6. Provide a variety of views and interpretations on controversial subjects.

**Material Selection Process**

A. Staff makes recommendations from review sources (e.g., Booklist, School Library Journal, etc). Recommendations from teachers and others are solicited and ordering information gathered.

B. Materials approved for purchase may fall into these categories:

1. Books for immediate purchase through publisher or other vendor.
2. Books for ongoing order through book jobber (e.g., Follett).

**Cataloging Process**

We purchase a majority of our books from a book jobber that provides basic cataloging for a fee. However, each book must be individually handled to determine if the cataloging they provided meets our specific library’s criteria. Oftentimes this entails modifying their cataloging. There is also a certain amount of in-house processing that is needed.

Books not obtained from the jobber must be cataloged.

The Reference Librarian oversees the cataloging process, after approval from the Head Librarian.

**Job Descriptions**

**Head Librarian**

**Primary Purpose/Job Summary**:

Define the policies of the school library program and guide and direct all activities related to it.   Evaluate, promote, and use existing and emerging technologies to support teaching and learning.  Provide 24/7 access to digital services.  Empower students to become critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information.

**Essential Functions/Role and Responsibilities**:  The following tasks are typical for this position.

* Collaborate with teachers and students to design and teach inquiry and learning experiences.
* Collect and analyze data to improve instruction.
* Participate in the curriculum development process.   Develop and maintain a collection of resources appropriate to the curriculum the instructional strategies.
* Provide group and individual instruction, assessing student progress and evaluating activities.
* Provide and plan professional development opportunities for library staff.
* Select, purchase, evaluate and organize information resources and technologies in all formats.  Organize the collection for maximum effective use.  Assure appropriate resources are available when needed.
* Provide expertise in the ethical use of information.
* Serve as either a club moderator or coach of a sport.  Participate in campus ministry activities.
* Model strategies for developing multiple literacies.
* Provide guidance in software and hardware evaluation.  Develop processes for such evaluation.
* Supervise and evaluate Library staff.
* Prepare and adhere to the school library program budget.
* Create and maintain a teaching and learning environment that is inviting, safe, flexible, and conducive to student learning.
* Assist SI community with understanding and observing copyright laws, fair use laws, and licensing of intellectual property.
* Maintain active memberships in professional associations and attend local and national conferences.

**Knowledge/Skills/Abilities**:

* Understanding of copyright laws, fair use laws and licensing of intellectual property
* Ability to empower students to become critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information
* Ability to collaborate
* Knowledge of library systems and programs
* Research skills
* Teaching skills
* Supervisory skills
* Communicate clearly and concisely verbally and in writing
* Commitment to professional development
* Ability to deal proactively and use thinking and reasoning to solve problems
* Ability to effectively build relationships with co-workers and to get along well with a variety of personalities and individuals
* Understanding of technology as a teaching and learning tool
* Understanding of curriculum development and a strong vision of education
* Knowledge of Catholic/Jesuit education and school philosophy
* Knowledge of California educational regulations and requirements
* Time management and organizational skills
* PC skills in Microsoft Outlook, Word, Excel and School Master

**Minimum Qualifications/Education Requirements**:

* Three years’ experience in similar position or combination of education, teaching experience and training that provides the required knowledge, skills and abilities required.
* Master’s degree in Library and Information Studies preferred
* Combination of education, teaching experience and training that provides the required knowledge, skills and abilities required.

**Reference Librarian**

The Librarian has an MLS degree from an accredited University and has at least 3 years of related experience as a professional Librarian in a school setting, preferably high school. The Librarian assists the Head Librarian in all phases of direct public service with students and faculty.  The Librarian also participates in all aspects of library functions, including operations, orientation and research instruction and student and faculty research requests and needs.

Tasks & Responsibilities (List all; each starting with an action verb such as plan, organize, verify, distribute):

Library Day-to-Day

* Maintains an appropriate learning atmosphere
* Assists with circulation desk duties/ Scheduled desk times
* Assists with training and supervision of Student Workers and parent volunteers
* Seeks opportunities to promote the library via programming and  
  inside library displays
* Assists with management of library web page content
* Provides technology problem solving and instruction
* Compiles library use statistics
* Assists with faculty and class scheduling for library use

Instructional Partner

* Participates in the development of the library skills curriculum
* Conducts specialized orientations as needed
* Instructs Freshman during Library Orientation
* Assists in helping locate materials in the library and online
* Helps students develop attitudes, skills, techniques of inquiry and  
  critical thinking important to lifelong learning

     Information Specialist

* Prepares and executes copy and original cataloging of library  
  materials that are not cataloged by vendors
* Assists in withdrawing unused library materials
* Oversees incoming library materials from vendors
* Participates in the selection of print and non-print library materials
* Participates in collection evaluation
* Publicizes new materials as they are added to the collection
* Assists students and faculty in research and information requests

Professional Development

* Attends local and national library conferences as schedule permits
* Membership in local and national appropriate library organizations
* Attends online webinars

      Extracurricular

* Moderates the Book Club
* Attends after school rallies, sports games, plays etc. as time allows

      Campus Ministry (minimum]

* Participates in at least one Student Retreat
* Attends Ignatian Evening
* Attends all Faculty Retreats

3. Information Specialist

* Participates in collection evaluation; adding/deleting materials no longer appropriate to the curriculum
* Compiles subject bibliographies and other lists of materials
* Communicates to faculty and students electronically via email and library webpage
* Publicizes new materials as they are added to the collection

4. Professional Development

* Keeps current with professional trends
* Attends local and national library conferences/meetings
* Membership in local and national appropriate library organization

**Library Technology Coordinator**

**Primary Purpose/Job Summary**:

* Support students and faculty in the integration of technology into their work and studies, oversee all aspects of technology for the Library, and serve as liaison with the Tech Department and representative on EdTech committee. Assist librarians in the operation of the library, maintaining an atmosphere conducive to learning, and contributing to the discovery, use and integration of library resources. Manage two parent volunteer programs.

**Essential Functions/Role and Responsibilities**:  The following tasks are typical for this position.

1.  Technology Coordinator

* Assess technology equipment needs of students (cameras, keyboards, etc.), and make purchase recommendations to Head Librarian for annual technology budget.
* Assess hardware and software requirements for the library, collaborating with the IT department to create a technology environment that supports and enhances learning.
* Coordinate software/hardware updates with Tech Department; test new computer images prior to installation, to insure optimal efficiency for students.
* Monitor network performance in Library; coordinate with Tech Dept. to test solutions and resolve problems as they arise.
* Troubleshoot hardware problems (computers and peripherals), forward help requests to the appropriate department, and give regular status updates to Head Librarian.
* Troubleshoot, resolve, and escalate student technology problems as they arise.
* Teach students how to troubleshoot their own technology problems.
* Represent Library Department on Education Technology Committee to assist with the evaluation, promotion and use of emerging technologies to support teaching and learning.
* Utilize Social Media (Tumblr, Twitter, etc.) to provide online support tips, directions, and documentation on technology issues for students and faculty.
* Demonstrate and develop among the students and faculty a positive and enthusiastic approach to using educational technology.
* Manage inventory control of library technology equipment.

2.    Instructional Partner

* Teach Library Orientation classes to incoming freshmen.
* Assist with development of library skills curriculum.
* Assist students with locating materials in the library.
* Help students develop attitudes, skills, techniques of inquiry and critical thinking.
* Provide direct instruction of students and teachers on the use of computer applications.

3.    Library Day-to-Day

* Maintain the library as a productive space for quiet research and study.
* Supervise student behavior in a positive manner to maintain a welcoming library environment.
* Respond effectively to the needs of a diverse student population.
* Assist with circulation desk duties during scheduled desk times.
* Assist with training and supervision of Student Workers during scheduled desk times.
* Assist in maintaining and creating new content for the library website.
* Encourage students to read through use of creative promotional campaigns.
* Promote library services to faculty, and solicit opportunities for collaboration.
* Oversee periodicals program: process renewals/claims with vendor, manage processing and maintenance of collection, solicit input from faculty to insure collection meets academic needs.
* Research new databases and library resources as directed by the Head Librarian.
* Participate in the selection of library materials.
* Maintain inventory of library supplies and office supplies.

4.  Supervise Parent Volunteers

* Work with Volunteer Coordinator to schedule daily coverage for the school year.
* Solicit new volunteers each year to maintain full roster of 25-30 volunteers.
* Coordinate volunteer training on circulation desk duties.
* Document and maintain current procedures for volunteers, including online support.
* Maintain a list of projects for volunteers, and train for specific tasks.
* Oversee installation of Library Displays in Student Center: supervise library display group (6 volunteers); plan educational themes; provide books, props, etc.

5.    Professional Development

* Stay current with emerging trends and best practices in educational technology.
* Actively seek out opportunities for professional growth; maintain an active personal learning network via social media platforms such as Twitter.
* Attend local and national conferences on technology and education.
* Maintain membership in local and national technology and library organizations.

6.    Extra-curricular

* Moderate a co-curricular activity.

7.    Campus Ministry (minimum)

* Participate in at least one Student Retreat per year.
* Attend Ignatian Evening.
* Attend all Faculty Retreats.

**Knowledge/Skills/Abilities**:

* Possess a comprehensive knowledge and understanding of digital technologies
* Demonstrate knowledge and use of a variety of instructional strategies and resources
* Capable of designing curriculum aimed at developing 21st century skills such as critical thinking, problem solving, collaboration, creativity, and digital literacy
* Knowledge of Library Management Systems
* Excellent management and organizational skills
* Effective inter-personal skills, ability to motivate and inspire others, both high school students and adults.
* Effective presentation skills
* Communicate clearly and concisely, both verbally and in writing
* Work equally well independently as well as within a team environment
* Able to prioritize and work well in a fast-paced environment
* Knowledge of Catholic/Jesuit education and school philosophy
* Working knowledge of educational data management systems such as Finalsite, Canvas, and Powerschool
* Possess working knowledge/ability to troubleshoot Mac OS 10.9+, iOS, Windows 8, iWork, iLife, Adobe CS6, Google Apps for Education, and Microsoft Office

**Minimum Qualifications/Education Requirements**:

* Significant experience (minimum three years) using technology and library resources in an educational setting
* Experience working with high school students
* Management experience (parents and volunteers) desired
* Bachelor’s degree
* Combination of education, experience and training that provides the required knowledge, skills and abilities listed above
* Possession of valid California Driver’s license

**Library Parent/Guardian Volunteers**

The adult library volunteer provides great assistance to the librarians in providing services to students and faculty. Volunteers should demonstrate an interest in serving high school students, the ability to deal positively with students, flexibility in dealing with sometimes hectic situations, and familiarity with computer operations or the willingness/ability to learn. Duties include:

1. Assists with the circulation of books and other material;
2. Reshelves books and periodicals as needed;
3. Assists in regular shelf reading;
4. Assists with the processing of books and other materials for circulations;
5. Specials projects as needed
6. Repair damaged books and materials

**Library Student Assistants**

Student library aides are recruited through the Work Study Program. They should demonstrate responsibility, punctuality, and a willingness to do assigned tasks. The duties include:

1. Reshelves periodicals and other material
2. Assists with circulation desk
3. Special projects as assigned