

Windsor High School Library Annual Report



WINDSOR
HIGH SCHOOL
— *Library* —

2016

Mission Statement

The staff of the Windsor High School library, understand and undertake the responsibilities identified in the International Federation of Library Associations / UNSECO School Library Manifesto and the Australian School Library Bill of Rights so that our staff can deliver the required services and resources to enable our students to become confident readers and independent, efficient and effective users and creators of information.

We are dedicated to providing and promoting a supportive, effective and enjoyable information environment. The library will provide an extensive range of print and digital resources, tools and technologies which will meet the educational needs for all members of the school community and advance their ability to use information ethically and creatively so that they become independent lifelong learners in support of the school's strategic directions of Strengthening Teacher Quality; Engaged Learners, achieving their full potential; and Inspiring a culture of school and community collaboration.

Library staff: Mrs Cindy Tait – Teacher Librarian
Mrs Rosalie Laing - Library Assistant (Term 1)
Mrs Leanne Moller - Library Assistant (Term 2 onwards)

Purpose of this report

The purpose of this report is to share information about the library resources and its role within the school community.

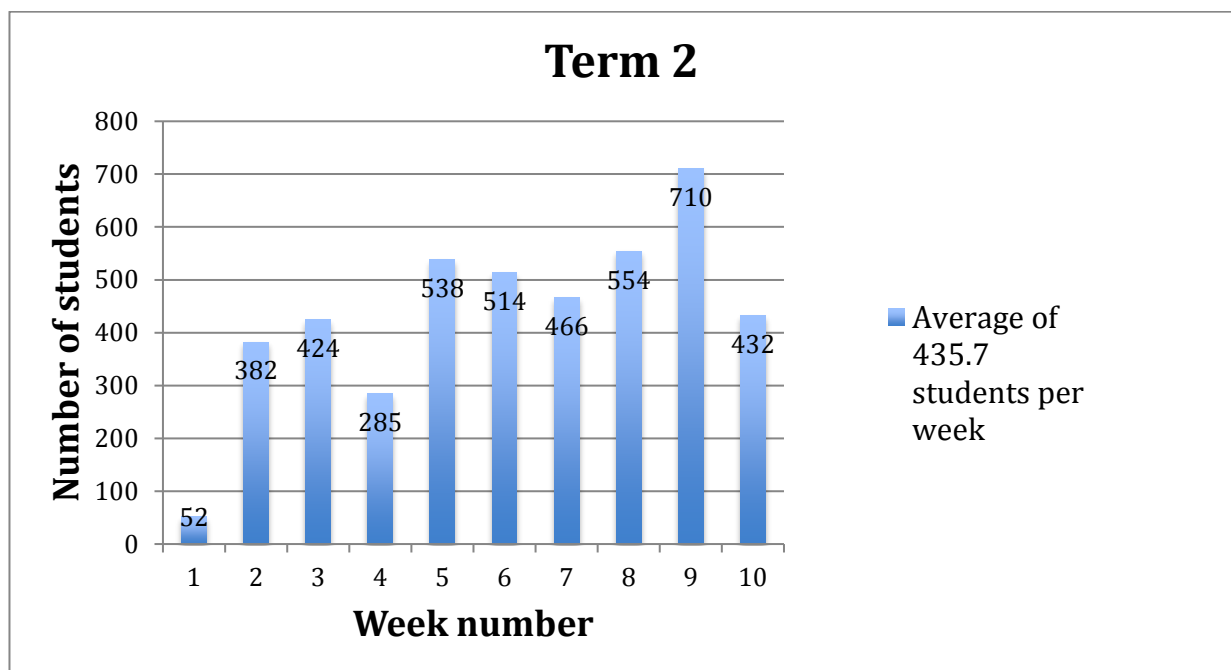
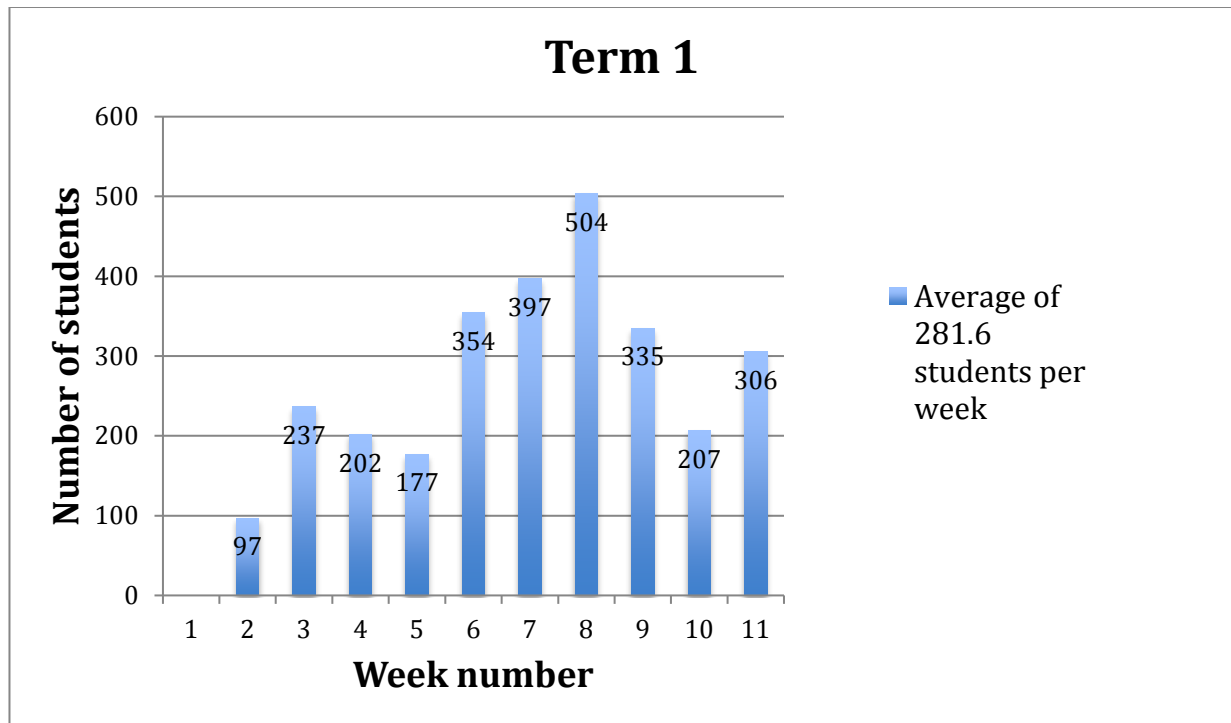


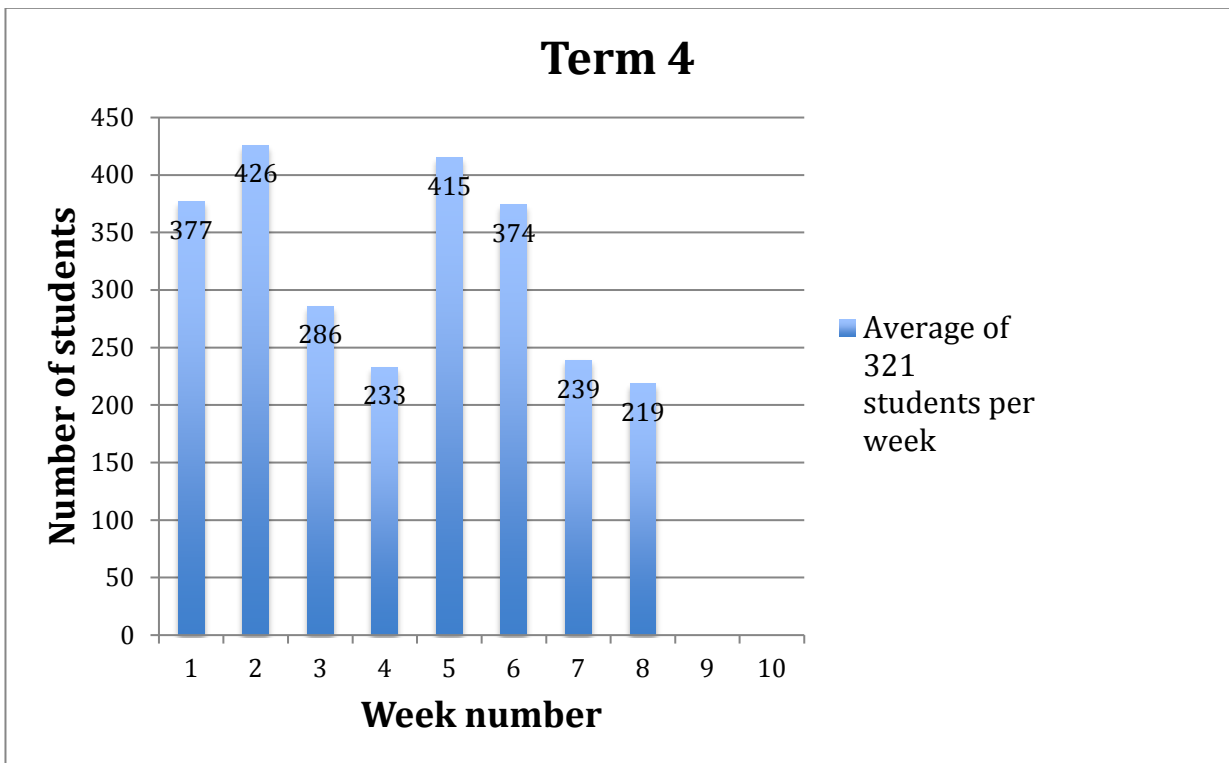
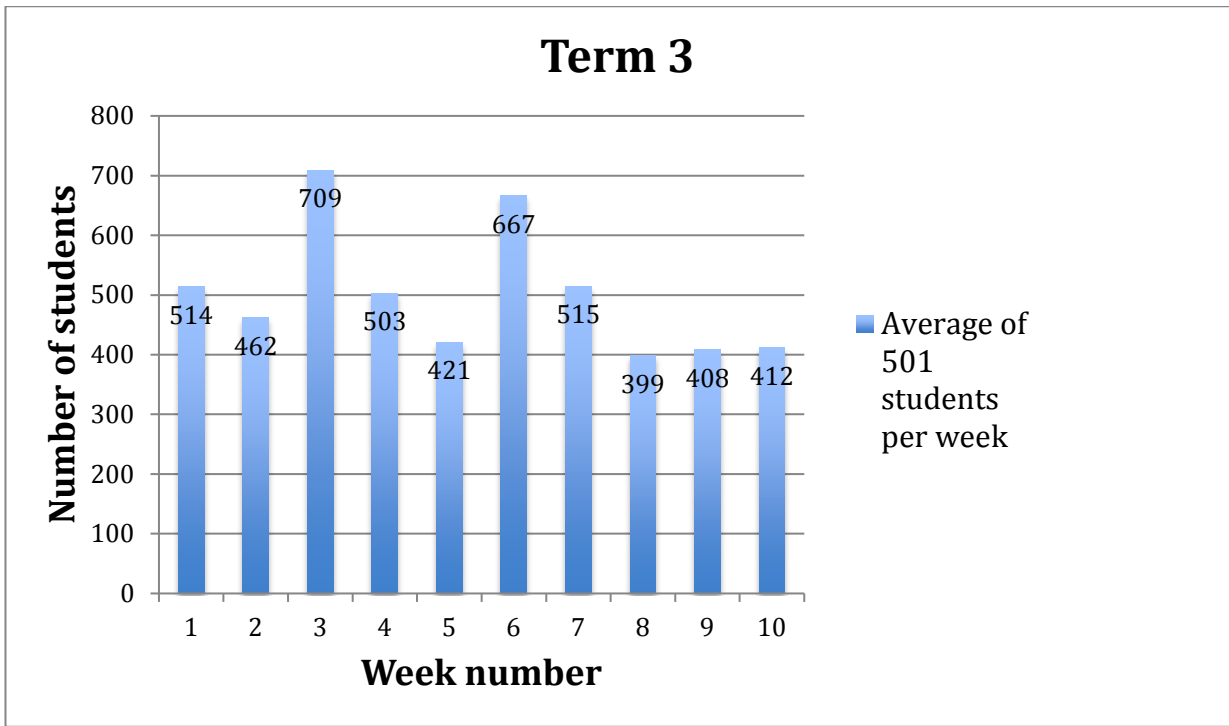
1] Serving the WHS community

A] Individual student visits

The library is open from 8.30am until 3.15pm weekdays (except recess 1 Wednesdays) for individual, small group and whole class usage.

In 2016 there were **14,752 student visits** during break times in the library.





During these individual student visits, we are often asked to provide assistance with locating resources and using computer equipment. We use every opportunity available to enable students and teachers to increase their information literacy skills.

Having switched the computer room with the library office for the beginning of Term 4, we saw a dramatic increase in the number of students using computers for recreational and study purposes.

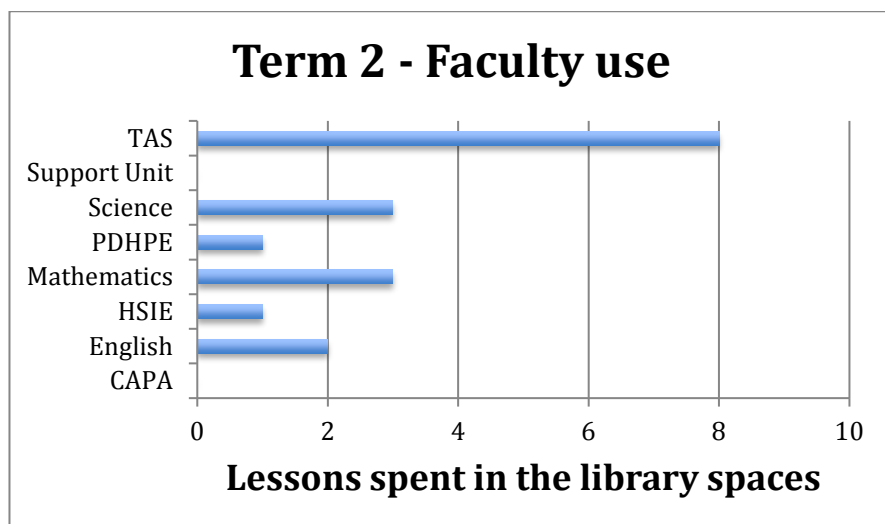
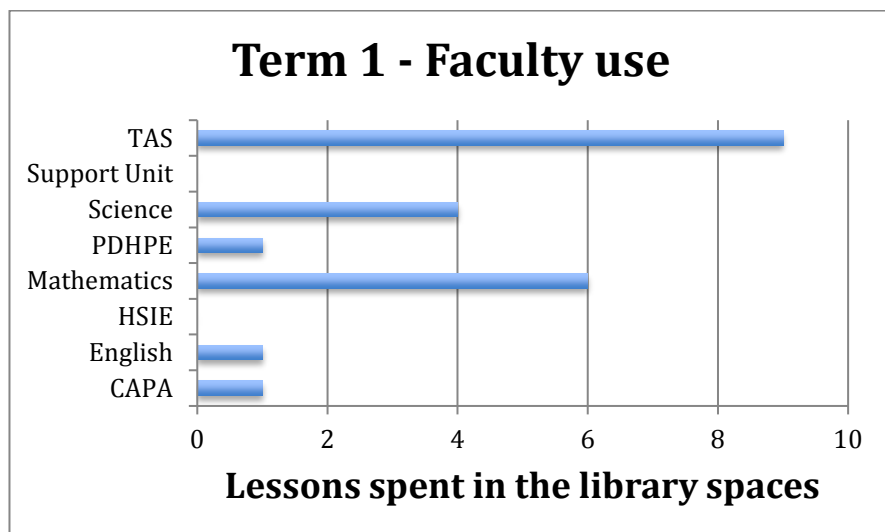
B] Student resource requests

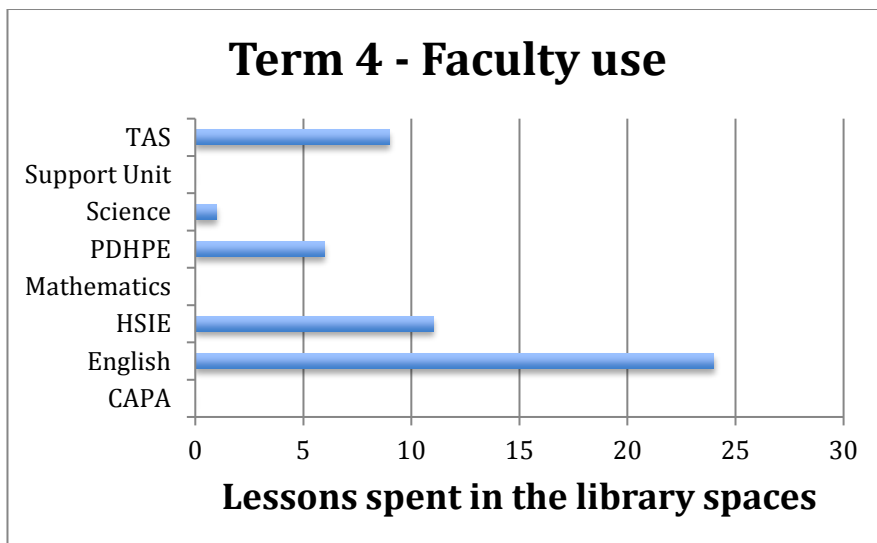
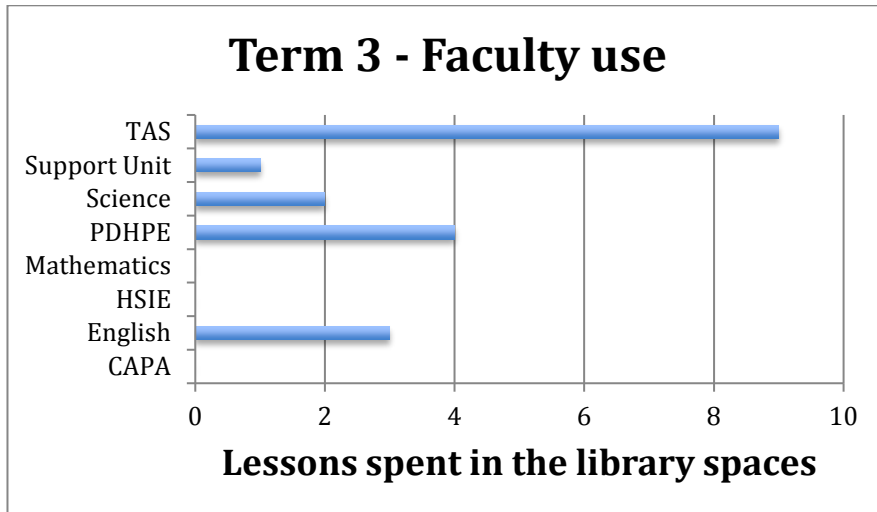
A student resource request process was instigated in Term 1. Allowing students to request materials they would like the library to purchase.

Student Resource Requests		
	Requests made	Requests approved
Term 1	4	4
Term 2	10	9
Term 3	5	4
Term 4	5	5

C] Class visits

With multiple computer rooms around the school, the original mini lab was not regularly booked for full classes. When the computers were rehoused in a much larger room, allowing for the installation of a full class set of computers, more classes and faculties began to use the space.



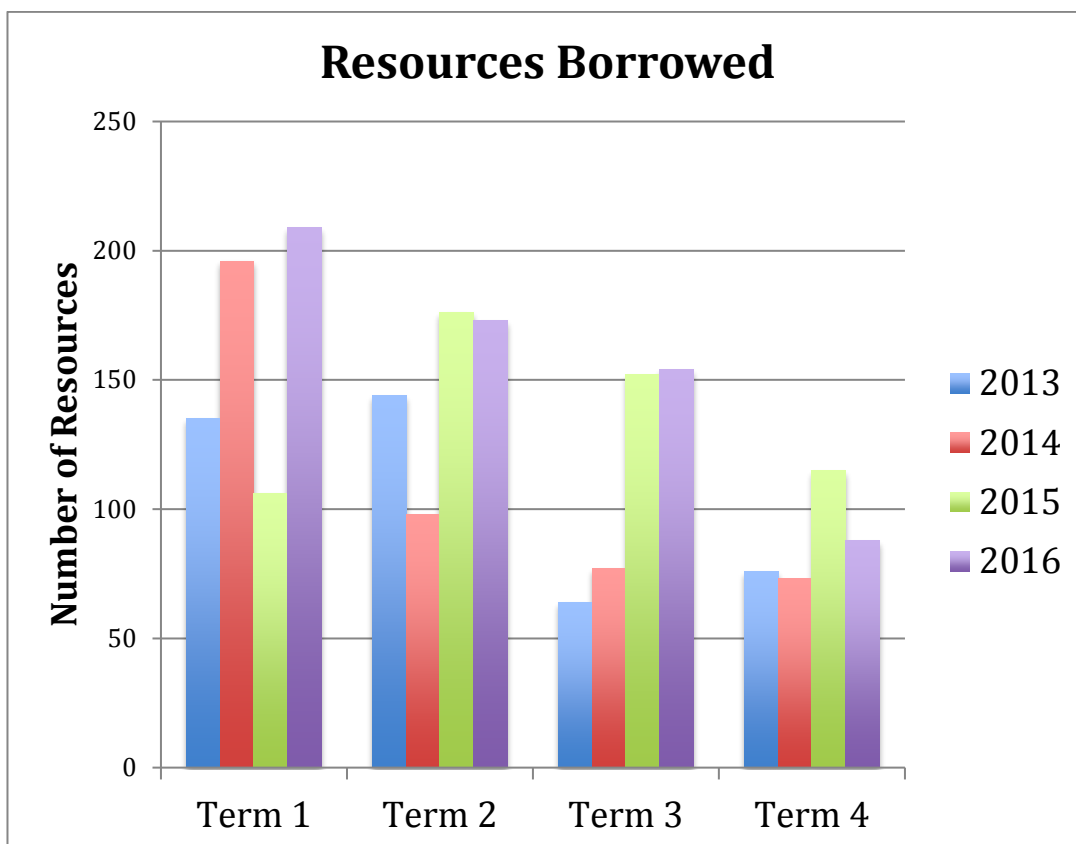
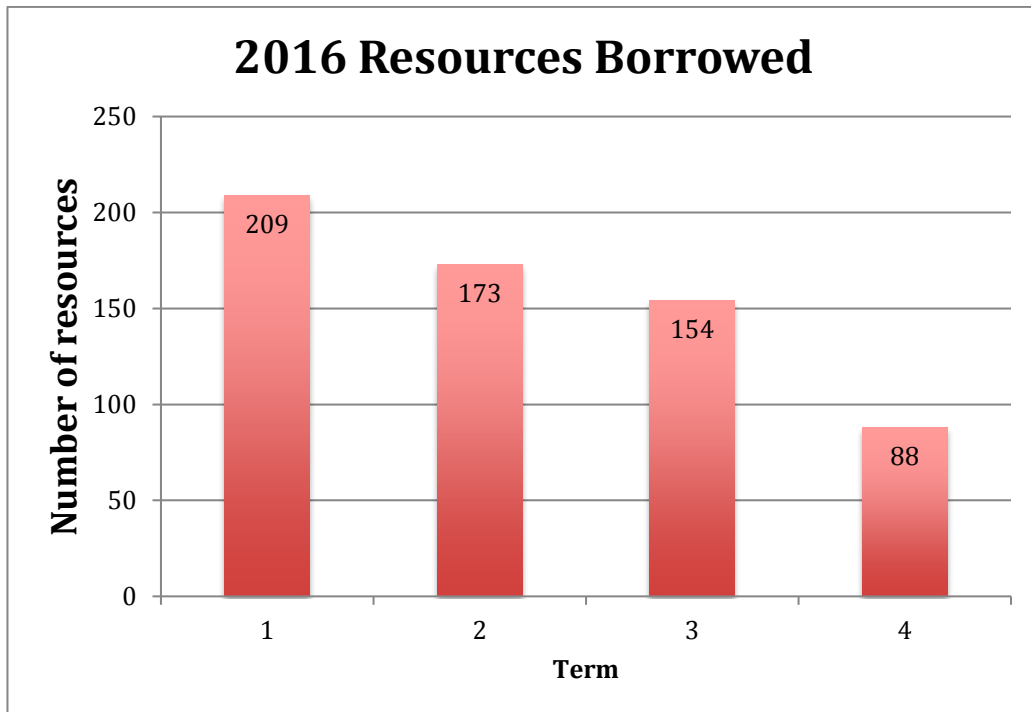


TAS was the most consistent user of the library spaces throughout 2016. However, this could be attributed to the smaller class sizes that better fit into the original mini lab space.

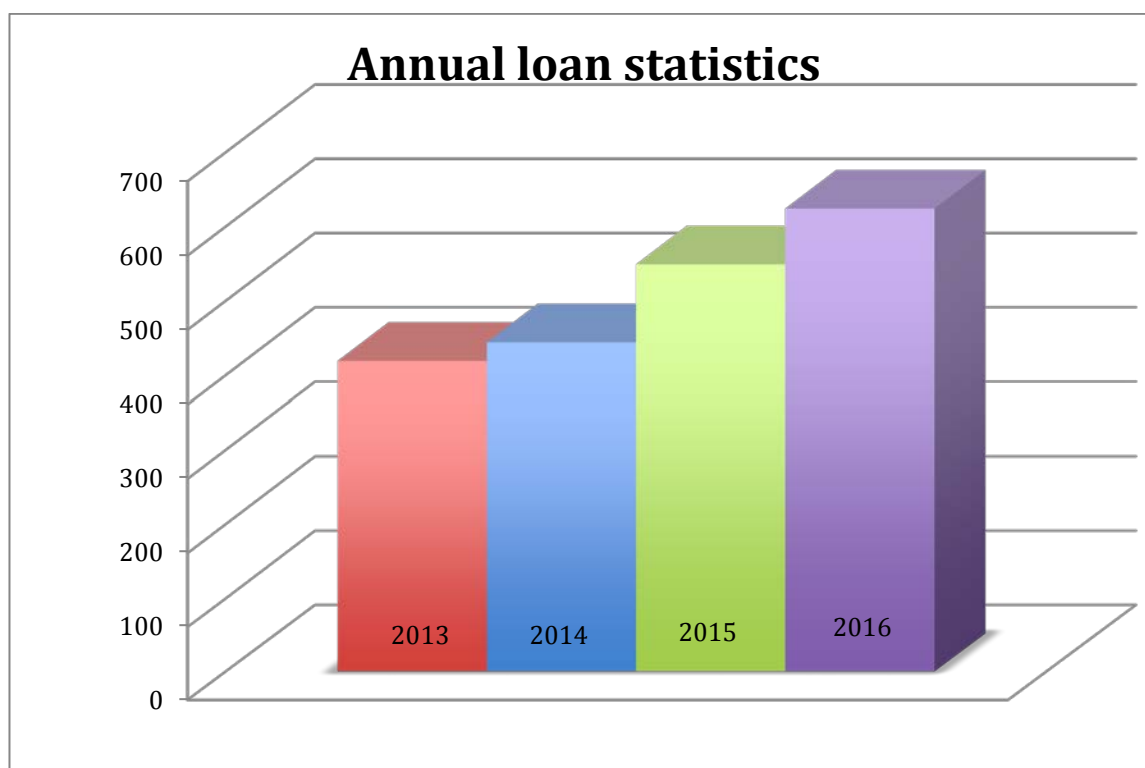
WHS Faculty area	Number of class visits for 2016
CAPA	1
English	30
HSIE	12
Mathematics	9
PDHPE	12
Science	10
Support Unit	1
TAS	35

2] Managing the collection

A] Circulation Statistics



A total number of **624 loans** were issued in 2016. Which is continuing an upward trend over the last 4 school years.



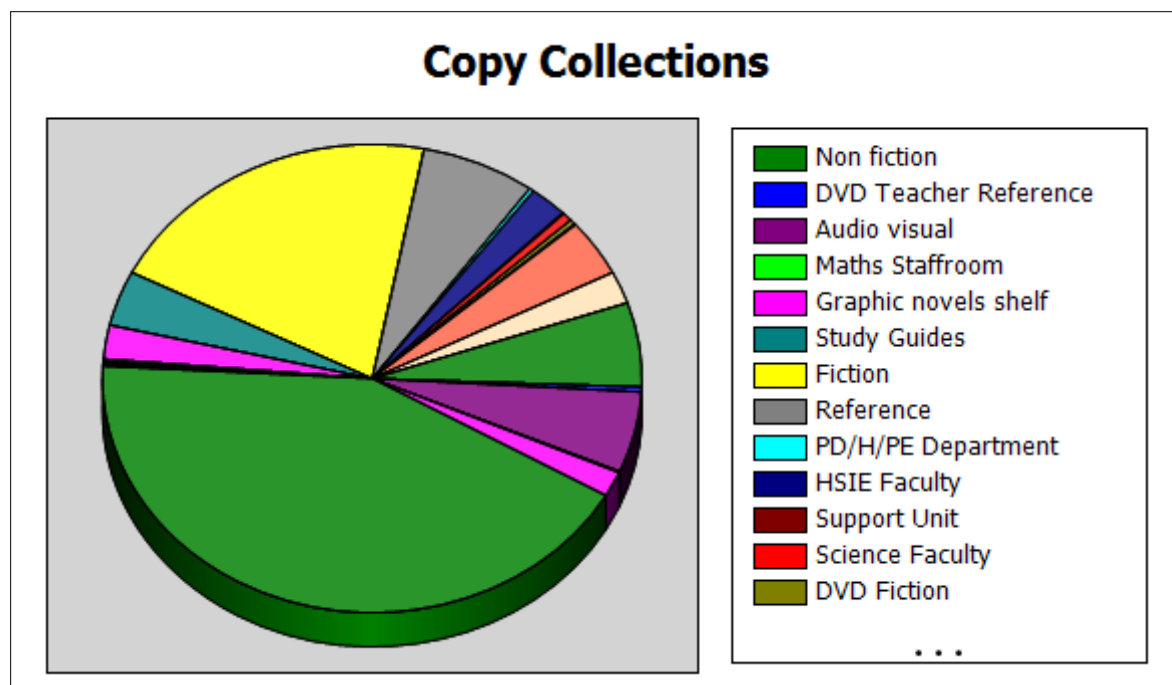
B] 'Best Sellers': Top ranked circulated books.

Rank	Loans	Title	Author
1	11	Harry Potter and the cursed child. Parts one and two	Thorne, Jack; Rowling, J.K; Tiffany, John
2	7	Cresecendo	Fitzpatrick, Becca
3	5	Hush, hush	Fitzpatrick, Becca
4	4	Alice in the country of hearts. 1	Hoshino, Soumei
4	4	Alice in the country of hearts. 2	Hoshino, Soumei
4	4	Paper planes	Worland, Steve; Connolly, Robert
7	3	The 65-storey treehouse	Griffiths, Andy; Denton, Terry
7	3	Alice in the country of hearts. 3	Hoshino, Soumei
7	3	Freedom ride	Lawson, Sue
7	3	Getting started with coding	McCue, Camille
7	3	Library wars. 1 : love & war	Yumi, Kihiro; Arikawa, Hiro
7	3	Noragami : stray god. 1	Adachi, Toka
7	3	The novice	Matharu, Taran
7	3	Once in a full moon	Schreiber, Ellen
7	3	The pause	Larkin, John
7	3	Pokemon Black & White. Vol. 3	Yamamoto, Satoshi
7	3	Soon	Gleitzman, Morris

Although **Non Fiction** makes up 42.5% of our collection, only 1 resource made the 'best sellers' list for 2016.

Fiction, that makes up 20.6%, had 10 of the top 17 'best sellers'.

However, the stand out that is reflecting the current state of teen reading at WHS is the **Graphic Novels**. Making up only 2.3% of the collection, the category had 6 of the top 17 'best sellers'.



Our most frequent borrower had 53 loans during 2016.

C] Collection Status

With the movement to Oliver in May 2016, and the removal of all OASIS records, an accurate account of the collection status for Term 1, 2016 is not obtainable.

	Total number of resources	Fiction	NF	GRX	PIC	TR
Jun-16	9650	1619	4818	102	182	584
Dec-16	8357	1664	3526	146	186	483

Throughout 2016, a weeding of 'out of date' software from the Teachers Reference section saw this section reduce in size.

At the end of 2016, we aggressively weeded sections of the Non Fiction collection. We started at Dewey number 615, and unless of significant historical value (such as local history related) or specifically requested by individual faculties, we weeded everything over 20 years old. This made a significant impact on our overall resource numbers, as well as the age of the collection and made the shelves look much more 'up to date' and inviting.

DJ Changes to the Collection

Purchased:

- 238 print resources
 - Fiction 97
 - Non Fiction 37
 - Graphic Novels 61
 - Teachers Reference 17
 - Picture books 7
 - Study Guides 19
- 8 DVDs
- 50" tv and wall bracket
- A3 laminator
- Huawei Media Pad (tablet)
- 2 sets of headphones

Donated:

- 43 printed resources (NF – 10, F -33) by community member Kylie Harris.
- 7 printed resources (PIC – 5, F – 2) by fellow education provider.
- 1 printed resource (NF) by community member Jady Walker.
- 4 printed resources (NF) by Department of Veterans Affairs.
- 1 printed resource (NF) by Australian Government.
- 1 wooden book trolley by Windsor Library.

Weeded:

- 1441 resources (books, in-house recorded DVDs, old software and equipment)

Magazines:

We updated our magazine subscriptions and either started or renewed subscriptions to these printed magazines in 2016:

- Wacky But True
- Australian Woodsmith
- Metro
- Screen Education
- SCAN – DET PL online magazine
- Popular Science
- Inside Sport
- Art Almanac
- All About History
- History
- Create



- Delicious
- Hospitality
- Better Homes and Gardens
- Frankie
- Australian Geographic
- Double Helix



E] Online resources

1. E-books

Investigation was started on the possibility of incorporating e-books into the collection. 2 different subscription services were identified and considered. No decision has been made at this stage.

2. Databases

The library was introduced to the GALE Non - Fiction databases towards the end of 2016 with a workshop on its design and use. A free trial was then organised for the school.

3. Social Media

Throughout 2016 the library posted content to the [Windsor High School Facebook](#) page.

	Facebook posts
Term 1	6
Term 2	13
Term 3	15
Term 4	8

Content included current book displays, new books, events happening in the library, competitions and special days to remember.

A [Pinterest](#) page was also established, to not only promote new resources added to the collection, but to also share relevant resources and ideas with students and teachers.

Research was begun into the possibility of establishing a specific library social media page for 2017 for communicating news and events to the school community.

3] Staying Current in our Profession

A] Staff

Cindy Tait is working towards her Masters in Teacher Librarian from Charles Sturt University, begun in 2015. She began her teaching career back in 1995 as a Japanese and History teacher. She has taught in many schools across the Sydney Metropolitan area (most recently at Cranebrook High School for 16 years) and has also taught in Japan and Greater London. She joined the Windsor High School team as Teacher Librarian in February 2016.

Rosalie Laing was the School Administration Officer (Library Assistant), working 3 days a fortnight in the library before her departure at the end of Term 1, 2016.

Leanne Moller joined the team during Term 2, as School Administration Officer (Library Assistant), working 3 days a fortnight in the library. Leanne has worked in local Hawkesbury Valley schools for 13 years. This is her first appointment at high school level.

B] Training and Conferences

- TL attended PMBW (Penrith, Mt Druitt, Blacktown, Windsor) Network meeting with author talk presented by Deborah Abela. Hosted by Glenmore Park High School.
- TL attended 2 day State Library of NSW Librarian Conference on Digital Disruption.
- TL attended library network meeting, hosted by Nepean High School.
- TL attended LIT @ Library Planning meeting. Hosted by Penrith City Library.
- Oliver implementation training for both TL and SAO. Several training sessions were held before Oliver went live in May, 2016.
- TL attended ALARM training.
- Oliver Build 8 training for both TL and SAO.
- TL attended GALE Non-Fiction data base training.



C] Promoting Reading

1] Premier's Reading Challenge

Students from Years 7, 8 and 9 are invited to participate in the annual Premier's Reading Challenge. Time was spent this year labelling as many books as were currently on the shelves with PRC stickers for easy identification for students. In the process over 400 books were labelled.

With students being left to enter themselves in the challenge, there was not a lot of up-take with only 3 students achieving the challenge requirements in 2016.

4] What we got up to – term by term

TERM 1

Introduced a new Library Logo
Created a library Pinterest page
Moved the classics back into general circulation
Relocated Archived books to old classics room
Free Bookmarks for students introduced to circulation desk
Colouring books and pencils introduced for creativity - set up colouring-in table
Oliver implementation process started
Book donation by community member Kylie Harris
Organised Premier's Reading Challenge – including labelling over 400 books, introduction of a challenge board with participants
Introduced (book related) Question of the week into Daily Notices
Submission to P&C for e-book introduction funding
Farewelled Rosalie (Lib Assis.)
Library Procedures handbook written
TL attended PMBW (Penrith, Mt Druitt, Blacktown, Windsor) Network Meeting with Author Talk – Deborah Abela



TERM 2

Oliver implemented – all ran smoothly, full collection numbers migrated. However, we need the 'patch' to fix up the glitch with the barcodes lettered with A + J.
Welcomed new library Assistant Leanne Moller. Currently working Wednesdays and every 2nd Friday.
Library Monitors started 9/5 – 2 students on each break (lunch is split into 2 sessions).
One student on circulation desk, one roaming.
TL attended State Library of NSW Librarian Conference –Digital Disruption – 2 day conference
Initiated the poetry board
18/5 TL network meeting – Nepean CAPA High School
Created new Young Adult book banner for circulation area
Flood led to visit from Colo HS TL – Marion Silk
Set up area in Teachers Reference for Distance Education students to have phone lessons with their teachers.
Cleaned out old Archives room to get started on Senior Study
28/6 Present Library Monitor badges on Assembly
28/6 TL attended LIT @ the Library Planning Meeting at Penrith Library
29/6 Copy of Library Policy to Jenny for review
Restricted Loans category setup - parental permission letter written

TERM 4

Article for newsletter – introduction of QR codes into the library

Move to ET4L

Support letter for Hawkesbury City Library application for new management system to sync with Oliver.

Library computer room set up

Movement of Library office to middle space

Morris Gleitzman interview on the big screen at lunchtime

TV installed on magazine wall

Halloween activities and movie

Newsletter article – e-books from Hawkesbury Library

Excursion with selected Yr 8 to Penrith City Library – Author talk and workshops

GALE Non-Fiction Data base training

Newsletter article – Summer Reading Club, Hawkesbury Library

Celebration Lunch for Library Ninjas – pizza

Meeting of Harry Potter Committee to plan events for the day

Invitations organised to be sent home to all students for Harry Potter Day

Major cull of NF 615 – 999

‘Garage sale’ of culled books to students

Rearranging of library fixtures

Welcomed Learning Support team to the library space

Presentation of Premier’s reading challenge certificates

5] Events we hosted – term by term

TERM 1

4/4 Introduction to the Senior School Seminar

17/2 Open Day / Evening – library open for tours

2/3 Yr 7 Police Talk

8/3 Yr 9 Police Talk

15/3 Literacy Committee Meeting

29/3 Yr 11 Mock Interviews

31/3 Principals Morning Tea

1/4 Super Ted Signing



TERM 2

3/5 Literacy Committee Meeting
10/5 – 13/5 NAPLAN students with support
17/5 Fast Forward program
18/5 Year 8 Police talk
19/5 Windsor Library promotion talk to Year 12
May / June – exam special provisions students
17/6 Fast Forward Program - introduction session
20/6 Jobs For Girls Program - introduction session
21/6 Principal's Morning Tea
23/6 Enrichment Program – introduction talk
24/6 Enrichment Program
27/6 'Jobs for the Girls' program
30/6 Muru Burrapur Ceremony and Lunch

TERM 3

'Jobs for the girls' program – every Monday
25/7 Assessment schedule meeting – Yr 9
26/7 Assessment schedule meeting – Yr 10
27/7 Yr 10 into Yr 11 subject selection evening
8/8 Police Talk with Yr 10
11-12/8 Yr 11 Crossroads Program
18/8 Yr 7 Academic interviews
24/8 Yr 10 Options Day
13/9 Primary School Links – Leadership program



TERM 4

12/10 Yr 7+8 Police talk
17/10 Girls Program graduation presentation
27/10 CBA Start Smart Program 7, 9 + 11
31/10 Headspace Presentations
31/10 Gothic set designs competition
3/11 CBA Start Smart Program 8 + 10
16/11 Hawkesbury Harvest Lunch
16/11 Official Opening of Library Computer Room
18/11 Hawkesbury Harvest Lunch
21/11 Peer Support Training
22/11 Hawkesbury Harvest Lunch
25/11 White Ribbon Day movie viewing
29/11 Principal's Morning Tea
6/12 Manga
Display by
Bookzone



6] Goals for 2017

- To look further into the possibility of e-books with a survey of students and community to assess its feasibility.
- To subscribe and introduce the school to a GALE NF database.
- Do more to promote the Premier's Reading Challenge among students.
- Introduce Year 7 Library Lessons to continue student use of the library into high school years.

