



STUDENT **T**EACHING **A**ND **R**ESearch **S**ERVICES

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Our school library
is the central information services and literature provider
for the staff and students of the school.
So that we can achieve the goals identified in our Mission Statement
we offer a **Student Teaching and Research Services** program
which provides students with the opportunity to acquire the knowledge and skills to assist us.

overview

introduction

The school's library is the central information services and literature provider for the staff and students of the school. So that we can achieve the goals identified in our mission statement, we offer a Student Teaching and Research Services (S.T.A.R.S.) program which provides students with the opportunity to acquire the knowledge and skills to assist us.

It also enables students to have ownership of their school library and to become independent users of it by building and consolidating knowledge and understanding and sharing this with their peers.

the program

The program enables students to

- support the mission, vision and goals of the library
- promote the role and services of the facility within the school's immediate and broader community
- contribute to the corporate life of the school
- develop their own knowledge, skills and personal qualities
- assist their peers in a practical context
- support the library staff by undertaking basic administration duties
- demonstrate leadership through being a role model for other students
- undertake a position which demands commitment, reliability, co-operation, responsibility and trust
- participate in a community service program and develop a work ethic based on commitment, responsibility and co-operation
- initiate ideas and develop these into operating projects
- understand how a modern information services unit operates and consider teacher-librarianship as a possible career

The program comprises three levels

- Protostar
- Star
- Superstar

The students move through these consolidating their skills in many facets of library management including

- physical environment
- circulation
- research
- promotion
- ICT
- literature
- management services
- evaluation

why should you be involved?

This program will help you to

- have an input into and a sense of ownership of your school library
- become an independent user of this library and other libraries that you will use in the future
- help us help everyone become independent learners
- understand the importance of the library to everyone in our learning community
- contribute to making our school and the library a better place
- develop your own knowledge, skills, leadership and personal qualities
- help other students to use the library well
- help the library staff by doing some of the tasks that are simple but take a lot of time
- show your leadership through being a role-model for other students
- develop your commitment, reliability, co-operation, responsibility and trust
- learn to work hard and with others
- share your ideas and turn these into reality
- understand how a modern Library operates and perhaps consider teacher-librarianship as a future career

The program comprises three tiers which you will move through these as you move through the school.

- Protostar
- Star
- Superstar

You will participate in regular training sessions, and later, you will help train younger students too.

application and attendance

You will need to submit an application and tell us

- personal details (name, age, class, and interests)
- why you want to be a member of S.T.A.R.S. and what you hope to gain from being involved
- something special that you could contribute to make the program better

The application form is on the next page so you can see what you need to do. Ask for one to complete and hand in, or complete the one on the library website (look under S.T.A.R.S and follow the instructions for emailing it) so you don't wreck your booklet.

You must be prepared to commit to at least one scheduled attendance each week at lunch-time as well as regular training sessions. So everyone who wants to be involved can be, you will be limited to a maximum of two sessions a week unless you are substituting for someone else.

There will be a roster so that you can participate in other school activities and we can change this if needs be and you tell us ahead of time that you won't be available. There will be a roster of those who can substitute each week and you will need to arrange the swap. If you need help with this, please let us know.

If you miss two or more rostered sessions without a reasonable explanation, your position on the program may be in jeopardy.



Student Teaching and Resources Services

Application Form

Name: **Class:** **Year**

Why do you want to become part of the S.T.A.R.S. team?

Why do you believe that you would be an asset to the S.T.A.R.S team?

What qualities should a member of the S.T.A.R.S team have?

What do you think will be the most important thing you will do as a member of the S.T.A.R.S. team?

Does your teacher support your application?

Yes No Teacher's Signature _____

Have you discussed your application with your parent/ carer? Do they support your application?

Yes No Parent's Signature _____

Do you understand the commitment including the need to be reliable, responsible and punctual that being a member of the S.T.A.R.S. team involves?

Yes No Applicant's Signature _____

evaluation

You will be given a booklet describing what you need to do for each section and level, and how you will show us that you have achieved that. This means you will be able to track your own progress.

You will be responsible for your own learning and the timing of your evaluation, but it is expected that this will be fairly regular. You can request to be assessed or another team member who notices you are doing something well can suggest that it might be time. You will be given a booklet that has all the information for each level and a place where your progress can be tracked. It is expected that you will achieve one level each year.

You are encouraged to keep a journal of your experiences so you can demonstrate and remember

- your attendance
- the training sessions you have participated in
- the significant achievements you have made
- photos of displays, posters and so forth that you have created
- reviews you have written
- events you have participated in

This journal will form part of your evaluation because it will have some of the evidence you will need for each section.

As you meet the requirements for each level, you will receive a certificate, and a S.T.A.R.S. badge. At the end of each year, you will be given a transcript outlining your achievements and you will be invited to a special celebration to acknowledge your contribution.

Track your progress by getting the teacher-librarian to sign and date this chart.

	Protostar	Star	Superstar
Physical Environment			
Circulation			
Research Services			
The Love of Literature			
Personal Development			

Managing a library involves a wide spectrum of tasks and our student librarians will have the opportunity to experience many of these.

There are three tiers in the program - Protostar, Star and Superstar - each covering all the aspects but at an increasing level of complexity.

Module 1 The Physical Environment	Module 2 Circulation	Module 3 Research Services	Module 4 The Love of Literature	Module 5 Personal Development
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Module 1 - The Physical Environment

The presentation of the physical environment of the Library is very important because that is what attracts its visitors. No matter what might be on the shelves, it is useless if no one is there to browse or borrow it!

Protostar

Star

Superstar

Understands the layout of the library and the purpose of the different sections.	Understands the layout of the library, the purpose of the different sections, and can identify the section where a particular resource	Understands the layout of the library, the purpose of the different sections and can locate an item in each section.
Understands how to care for the resources and demonstrates this by creating a poster or bookmark highlighting one issue	Understands how to care for the resources and demonstrates this by creating a poster highlighting the issues for display in the Library or classroom	Understands how to care for the resources and demonstrates this by either teaching a group of Protostars or a class.
Ensures that all books in the Select-a-Series section are neatly in their proper containers	Takes responsibility for ensuring that all books in a section of the fiction collection are where they should be and the shelves are tidy..	Takes responsibility for ensuring that all books in a section of the non-fiction collection are where they should be and the shelves are tidy.
Shows responsibility and pride in the library by ensuring that all chairs, tables and beanbags are tidied at the end of the lunch session and that all rubbish has been disposed.	Shows pride and responsibility in the library by ensuring that all shelves and displays are tidy at the end of the lunch session	Shows pride and responsibility in the library by ensuring that its appearance invites visitors and that is a place of which we can be proud

<u>Module 1</u> The Physical Environment	<u>Module 2</u> Circulation	<u>Module 3</u> Research Services	<u>Module 4</u> The Love of Literature	<u>Module 5</u> Personal Development
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Module 2—Circulation

The core business of the Library is to circulate its resources and we use Softlink Alice to do this. However there are many facets to this module including the preparation of resources and shelving.

Protostar

Star

Superstar

Prepares new books for accessioning by stamping them and attaching a barcode.	Covers selected paperbacks with adhesive plastic under the direct supervision of the Library Manager.	Participates in the selection of new resources under the supervision of the teacher-librarian.
Returns books using the Library Management System Circulation module.	Issues and returns books using the Library Management System Circulation module	Issues, returns and reserves books using the Library Management System Circulation module
Demonstrates a knowledge of the alphabet by arranging the fiction books to be shelved in alphabetical order.	Demonstrates a knowledge of the Dewey system by arranging non-fiction books to be shelved in numerical order.	Demonstrates a knowledge of the shelving systems by organising all books ready for shelving.
Determines those books which belong to a series and shelves those correctly.	Shelves picture books and novels correctly. Takes responsibility for keeping a non-fiction shelf in order.	Is able to shelve all student resources in all sectors. Is able to shelf-read and fix mis-shelved books
Understands the difference between a physical and online resource	Understands the difference between a physical and online resource and can explain this to a patron using the symbols on the OPAC	Understands the difference between a physical and online resource and can explain this to a patron using the symbols on the OPAC and can demonstrate how to download onto a device.

Module 1 The Physical Environment	Module 2 Circulation	Module 3 Research Services	Module 4 The Love of Literature	Module 5 Personal Development
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Module 3 - Research Services

Identifying a student's needs and helping them locate the resources to meet these is one of the most important roles of being a librarian.

Protostar

Star

Superstar

Understands another student's immediate needs and assists the students to search the OPAC using the Fast Find Modules	Understands another student's immediate needs and assists them in using the OPAC using title, author, or subject searches. Checks availability of the resource	Can determine a student's needs through simple questioning and assists them in using the OPAC to identify suitable resources and their availability.
Assist the student to use the Fast Find modules of the OPAC independently.	Assists others to use the OPAC independently using title, author and subject searches. Demonstrates how to check the availability of the resource.	Assists others to use the OPAC independently using a variety of searches. Demonstrates how to check the availability and location of a resource.
Assists another student to find a book in the Select-a-Series section and seeks help to find other fiction resources.	Assists another student to locate fiction books and seeks help to find other non-fiction resources. Assists Protostars to locate fiction resources.	Assists another student to locate fiction and non-fiction resources. Assists Stars to locate non-fiction resources.
Understands the purpose of the title, cover illustration, and contents page to determine the suitability of a resource.	Understands and explains the purpose of a contents page so a student can determine if the resource will be suitable.	Uses and explains the purpose of an index so the student can determine if the resource is suitable.
Logs into the school network and can navigate their desktop screen. Assists others to do this	Can open the school website, identify suitable links, open the new site and navigate their way through it.	Searches the internet for suitable websites to meet student requests using an appropriate search engine. Uses menus to navigate new sites.
Knows how to keep safe on the Internet.	Knows how to keep safe on the Internet. Alerts library staff to broken or hacked links.	Knows how to keep safe on the Internet, and manages their digital footprint well.

Module 1
The Physical
Environment

Module 2
Circulation

Module 3
Research
Services

Module 4
The Love of
Literature

Module 5
Personal
Development

Module 4 - The Love of Literature

Learning to love literature and sharing this love with others is another important role of the Library. Displays are a critical part of telling others about what is available in the library and tempting them to try new things.

Protostar

Star

Superstar

Locates appropriate titles to create a thematic display with as least one other Protostar and with the assistance of a Star.	Creates a display based on the work of an author, including biographical notes ,with at least one other star, and with the assistance of a Superstar.	Creates a display based on the work of an author, a subject, theme or genre with at least one other Superstar
Contributes to a page on the library's website based on this display with text and graphics.	Contributes to a page on the library's website based on this display with text and graphics, and at least one link to a relevant site beyond the library's site.	Contributes to a page on the library's website based on this display with text and graphics, and several links to relevant sites beyond the library's site.
Demonstrates a basic knowledge of using a digital camera and suitable software in creating this page.	Demonstrates an increasing knowledge of using a digital camera and suitable software in creating this page.	Demonstrates a sound knowledge of using a digital camera and suitable software in creating this page.
	Assists a Protostar in their creation of their display and webpage.	Assists a Protostar or Star in the creation of their display and webpage.
Prepares and reads a story book to junior students.	Prepares and reads a story book to junior students.	Prepares and reads a story book to junior students.
Reads and reviews at least one book for our Recommended Reads display, following the guidelines, producing the review in Word and emailing it to the teacher librarian for display	Reads and reviews at least two books for the Recommended Reads display, following the guidelines, producing the review in Word and emailing it to the teacher librarian for display.	Reads and reviews at least three books for the Recommended Reads display, following the guidelines, producing the review in Word and emailing it to the teacher librarian for display.
Co-operates with other student librarians and the teacher-librarian to produce and promote a special event.	Co-operates with other student librarians and the teacher-librarian to produce and promote a special event.	Co-operates with other student librarians and the teacher-librarian to produce and promote a special event.

Module 1 The Physical Environment	Module 2 Circulation	Module 3 Research Services	Module 4 The Love of Literature	Module 5 Personal Development
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Module 5 - Personal Development

More than anything, the people in the Library are responsible for its success. Student librarians need to be aware that they are role models for their peers, especially those who want to join the program. Every user is an important person and must be treated with courtesy and consideration. We expect student librarians to be pleasant, kind, considerate, cheerful, knowledgeable, polite, reliable, interested, patient, careful and co-operative. We also expect them to acknowledge when they need assistance and to ask for this. We are all there to help each other.

Protostar

Star

Superstar

Demonstrates a commitment to the position by attending training sessions and volunteering to be on duty once a week for five weeks on a roster system.	Demonstrates a commitment to the position by attending training sessions and volunteering to be on duty once a week for five weeks on a roster system.	Demonstrates a commitment to the position by attending training sessions and volunteering to be on duty once a week for five weeks on a roster system.
Understands the need to fulfil responsibilities as part of a team, and attends when rostered or organises a substitute in advance.	Understands the need to fulfil responsibilities as part of a team, and attends when rostered or organises a substitute in advance.	Understands the need to fulfil responsibilities as part of a team, and attends when rostered or organises a substitute in advance.
Undertakes all assigned tasks willingly.	Undertakes all assigned tasks willingly.	Undertakes all assigned tasks willingly.
Acknowledges the value and the opportunities presented and seeks to expand their own knowledge.	Acknowledges the value and the opportunities presented and seeks to expand their own knowledge.	Acknowledges the value and the opportunities presented and seeks to expand their own knowledge.
Enjoys the position and has fun.	Enjoys the position and has fun.	Enjoys the position and has fun.

Protostars

Module 1 The Physical Environment	Module 2 Circulation	Module 3 Research Services	Module 4 The Love of Literature	Module 5 Personal Development
Understands the layout of the library and the purpose of the different sections.	Prepares new books for accessioning by stamping them and attaching a barcode.	Understands another student's immediate needs and assists the students to search the OPAC using the Fast Find Modules	Locates appropriate titles to create a thematic display with as least one other Protostar and with the assistance of a Star.	Demonstrates a commitment to the position by attending training sessions and volunteering to be on duty once a week for five weeks on a roster system.
Understands how to care for the resources and demonstrates this by creating a poster or bookmark highlighting one issue	Returns books using the Alice Circulation module.	Assist the student to use the Fast Find modules of the OPAC independently.	Contributes to a page on the library's site based on this display with text and graphics.	Understands the need to fulfil responsibilities as part of a team, and attends when rostered or organises a substitute in advance.
Ensures that all books in the Select-a-Series section are neatly in their proper containers	Demonstrates a knowledge of the alphabet by arranging the fiction books to be shelved in alphabetical order.	Assists another student to find a book in the Select-a-Series section and seeks help to find other fiction resources.	Demonstrates a basic knowledge of using a digital camera and suitable software in creating this page.	Undertakes all assigned tasks willingly.
Shows responsibility and pride in the library by ensuring that all chairs, tables and beanbags are tidied at the end of the lunch session and that all rubbish has been disposed.	Determines those books which belong to a series and shelves those correctly.	Understands the purpose of the title, cover illustration, and contents page to determine the suitability of a resource.	Prepares and reads a story book to junior students.	Acknowledges the value and the opportunities presented and seeks to expand their own knowledge.
	Understands the difference between a physical and online resource	Logs into the school's network and can navigate their desktop screen. Assists others to do this	Reads and reviews at least one book for the Recommended Reads display, following the guidelines, producing the review in Word and emailing it to the teacher librarian for display	Enjoys the position and has fun.
		Knows how to keep safe on the Internet.	Co-operates with other student librarians and the teacher-librarian to produce and promote a special event.	

Stars

Module 1 The Physical Environment	Module 2 Circulation	Module 3 Research Services	Module 4 The Love of Literature	Module 5 Personal Development
Understands the layout of the library, the purpose of the different sections, and can identify the section where a particular resource might be found.	Covers selected paperbacks with adhesive plastic under the direct supervision of the Library Manager.	Understands another student's immediate needs and assists them in using the OPAC using title, author, or subject searches. Checks availability of the resource	Creates a display based on the work of an author, including biographical notes with at least one other star, and with the assistance of a Superstar.	Demonstrates a commitment to the position by attending training sessions and volunteering to be on duty once a week for five weeks on a roster system.
Understands how to care for the resources and demonstrates this by creating a poster highlighting the issues for display in the Library or classroom	Issues and returns books using the Library Management System Circulation module	Assists others to use the OPAC independently using title, author and subject searches. Demonstrates how to check the availability of the resource.	Contributes to a webpage on the school's site based on this display with text and graphics, and at least one link to a relevant site beyond the school site.	Understands the need to fulfil responsibilities as part of a team, and attends when rostered or organises a substitute in advance.
Takes responsibility for ensuring that all books in a section of the fiction collection are where they should be and the shelves are tidy..	Demonstrates a knowledge of the Dewey system by arranging non-fiction books to be shelved in numerical order.	Assists another student to locate fiction books and seeks help to find other non-fiction resources. Assists Protostars to locate fiction resources.	Demonstrates an increasing knowledge of using a digital camera and suitable software in creating this page.	Undertakes all assigned tasks willingly.
Shows pride and responsibility in the library by ensuring that all shelves and displays are tidy at the end of the lunch session	Shelves picture books and novels correctly. Takes responsibility for keeping a non-fiction shelf in order.	Understands and explains the purpose of a contents page so a student can determine if the resource will be suitable.	Assists a Protostar in their creation of their display and webpage.	Acknowledges the value and the opportunities presented and seeks to expand their own knowledge.
	Understands the difference between a physical and online resource and can explain this to a patron using the symbols on the OPAC	Can open the school website, identify suitable links, open the new site and navigate their way through it.	Prepares and reads a story book to junior students.	Enjoys the position and has fun.
		Knows how to keep safe on the Internet. Alerts library staff to broken or hacked links.	Reads and reviews at least two books for the Recommended Reads display, following the guidelines, producing the review in Word and emailing it to the teacher librarian	
			Co-operates with other student librarians and the teacher-librarian to produce and promote a special event.	

Superstars

<u>Module 1</u> The Physical Environment	<u>Module 2</u> Circulation	<u>Module 3</u> Research Services	<u>Module 4</u> The Love of Literature	<u>Module 5</u> Personal Development
Understands the layout of the library, the purpose of the different sections and can locate an item in each section.	Participates in the selection of new resources under the supervision of the teacher-librarian.	Can determine a student's needs through simple questioning and assists them in using the OPAC to identify suitable resources and their availability.	Creates a display based on the work of an author, a subject, theme or genre with at least one other Superstar	Demonstrates a commitment to the position by attending training sessions and volunteering to be on duty once a week for five weeks on a roster system.
Understands how to care for the resources and demonstrates this by either teaching a group of Protostars or a class.	Issues, returns and reserves books using the Library Management System Circulation module	Assists others to use the OPAC independently using a variety of searches. Demonstrates how to check the availability and location of a resource.	Contributes to a page on the library's website based on this display with text and graphics, and several links to relevant sites beyond the library's site.	Understands the need to fulfil responsibilities as part of a team, and attends when rostered or organises a substitute in advance.
Takes responsibility for ensuring that all books in a section of the non-fiction collection are where they should be and the shelves are tidy.	Demonstrates a knowledge of the shelving systems by organising all books ready for shelving.	Assists another student to locate fiction and non-fiction resources. Assists Stars to locate non-fiction resources.	Demonstrates a sound knowledge of using a digital camera and suitable software in creating this page.	Undertakes all assigned tasks willingly.
Shows pride and responsibility in the library by ensuring that its appearance invites visitors and that is a place of which we can be proud	Is able to shelve all student resources in all sectors. Is able to shelf-read and fix mis-shelved books	Uses and explains the purpose of an index so the student can determine if the resource is suitable.	Assist a Star in the creation of their display and webpage.	Acknowledges the value and the opportunities presented and seeks to expand their own knowledge.
	Understands the difference between a physical and online resource and can explain this to a patron using the symbols on the OPAC and can demonstrate how to download onto a device.	Searches the internet for suitable websites to meet student requests using an appropriate search engine. Uses menus to navigate new sites.	Prepares and reads a story book to junior students.	Enjoys the position and has fun.
		Knows how to keep safe on the Internet and manages their digital footprint well..	Reads and reviews at least three books for the Recommended Reads display, following the guidelines, producing the review in Word and emailing it to the teacher librarian .	
			Co-operates with others to produce and promote a special event.	