



Redeemer  
Lutheran College

# Student Librarian Training Program

## LIBRARY NINJAS



## Library/Resource Centre Mission and Goals:

The school library provides resource, information and ideas that are fundamental to successful functioning in today's society. The library strives to develop students who are life-long learners, efficient users of information and technology and are creative, collaborative and critical thinkers.

### **The following are essential to the development of literacy, information literacy, teaching, learning and culture and are core school library services:**

- supporting and enhancing educational goals as outlined in the school's mission and curriculum;
- developing and sustaining in children the habit and enjoyment of reading and learning, and the use of libraries throughout their lives;
- offering opportunities for experiences in creating and using information for knowledge, understanding, imagination and enjoyment;
- supporting all students in learning and practising skills for evaluating and using information, regardless of form, format or medium, including sensitivity to the modes of communication within the community;
- providing access to local, regional, national and global resources and opportunities that expose learners to diverse ideas, experiences and opinions;
- organizing activities that encourage cultural and social awareness and sensitivity;
- working with students, teachers, administrators and parents to achieve the mission of the school;
- proclaiming the concept that intellectual freedom and access to information are essential to effective and responsible citizenship and participation in a democracy;
- promoting reading and the resources and services of the school library to the whole school community and beyond.

[\[IFLA/UNESCO School Library Manifesto\]](#)

You will:

- Develop a sense of ownership and have input into your Library Resource Centre
- Provide a positive role model for other library users
- Develop your own knowledge, skill set, leadership and personal qualities
- Raise the profile of the library through your promotion of its services
- Extend your own and other students' ability to get the most of the library services
- Work as part of a team
- Assist library staff by taking on responsibility for library functions and services
- Further develop your commitment, reliability, initiative, responsibility and trust
- Share your ideas and vision for the library
- Develop a range of skills that will transfer to workplace situations
- Enjoy rewards and privileges as part of your volunteering

You will progress through three levels as you train:

- Novice
- Apprentice
- Master

Your training will be carried out over an unspecified period of time, based on your own mastery of skills and tasks. Your engagement will be subject to a trial and review period initially and then reviewed again at intervals throughout the year.

You will need to commit to:

- One rostered duty per week/fortnight (dependent on numbers of participants)
- One training session each fortnight (TBA)

Your training booklet allows you to record progress in your training and describes the necessary standards to achieve each level. This enables you to track your own progress. The timing of your evaluation of each acquired requirement is determined by yourself but is expected to be regular.

You are encouraged to keep a (digital) journal of your progress for your own reflection and to assist in your evaluation/s. You can use this to record and demonstrate such aspects as:

- Attendance
- Trainings attended
- New skills
- Significant achievements
- Visual records of displays/posters etc you have created
- Reviews you have written/published
- Events in which you have participated

As you progress through each level your achievements will be acknowledged and rewarded. At the end of each year you will be given a transcript outlining your successful volunteering (which could become part of your resume). At the end of each year there will also be a special celebration for all student librarians.

Track your progress by having your teacher-librarian sign and date each section below.

	Novice	Apprentice	Master
Physical Environment			
Circulation and Stock			
Research Services			
Literature Strand			
Personal Development			

Managing a library involves a wide range of varying skills across many sectors. Your training program comprises five modules with three levels of competency, each with increasing complexity and expected quality outcomes.

<b>Module 1: Managing the Physical Environment</b>	Module 2: Circulation and Stock	Module 3: Research Services	Module 4: Literature Strand	Module 5: Personal Development
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Novice	Apprentice	Master
Understand the layout of the library, the different sections and their purposes	Understand the layout of the library, the different sections and their purposes; be able to identify correctly the section where a particular resource is located.	Understand the layout of the library, the different sections and their purposes, be able to identify correctly the section where a particular resource is located. Successfully direct/help other students and staff to location of items.
Select two shelves from two sections (e.g. Fiction/NonFiction) for regular tidying	Understand the layout of the library, the different sections and their purposes, be able to identify correctly the section where a particular resource is located.	Understand the layout of the library, the different sections and their purposes; be able to identify correctly the section where a particular resource is located. Teach and supervise a Novice Ninja to tidy shelves. Able to identify locations of all library resources both book and nonbook.
Organise returns on trolley to be shelf-ready for re-shelving	Re-shelve books from returns trolley to any of the fiction areas.	Re-shelve books/resources from returns trolley to any of the fiction areas, NonFiction, T/R, AV or other locations
Ensure library furniture and environment is tidy and in order. Return any out-of-place resources to returns trolley.	Ensure library furniture and environment is tidy and in order. Ensure circulation desk and displays are in order at the end of session. Tidy magazine rack. Return any out-of-place resources to locations.	Ensure library furniture and environment is tidy and in order. Ensure circulation desk and displays are in order at the end of session. Tidy magazine rack. Return any out-of-place resources to locations. Monitor student use of environment in a friendly but firm manner. Suggest alternative furniture arrangements.
Choose books for effective face-fronting display	Create a simple two-dimensional display based on an event or theme e.g. Books plus notice board	Plan/design and undertake a multimodal display for a special event or theme.
Understand the shelving arrangements i.e. left to right to bay by bay, shelves $\frac{3}{4}$ full etc. Accurately shelve Fiction books (including Graphics etc)	Understand the shelving arrangements i.e. left to right to bay by bay, shelves $\frac{3}{4}$ full etc. Accurately shelve Fiction (including Graphics etc) plus NonFiction books.	Understand the shelving arrangements i.e. left to right to bay by bay, shelves $\frac{3}{4}$ full etc. Accurately shelve Fiction (including Graphics etc) plus NonFiction books. Train a Novice to shelve Fiction titles.

Module 1: Managing the Physical Environment	<b>Module 2: Circulation and Stock</b>	Module 3: Research Services	Module 4: Literature Strand	Module 5: Personal Development
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Novice	Apprentice	Master
Issue and return loans with efficiency and according to library policy.	Issue and return loans with efficiency and according to library policy. Make reservations for patrons and set aside reserved items. Renew loans. Print out or email notices.	Issue and return loans with efficiency and according to library policy. Make reservations for patrons and set aside reserved items. Renew loans. Print out or email notices. Handle overdues and loan limits with discretion.
Set aside books needing repair correctly.	Set aside books needing repair correctly. Undertake simple repairs efficiently, with notations.	Set aside books needing repair correctly. Undertake simple and more complex repairs efficiently, with notations. Recommend if a book is beyond repair and advise T-L.
Attach barcode and date due slips, stamp books ready for accessioning.	Attach barcode and date due slips, stamp books ready for accessioning, add genre labels. Covers new books with adhesive covering under supervision.	Attach barcode and date due slips, stamp books ready for accessioning. Covers new books with adhesive covering under supervision. Assist in selection of new titles for collection and undertake Z-Cataloguing for simple items.
Check a borrower's record for accuracy.	Check a borrower's record for accuracy. Make amendments if required, under supervision of library staff.	Check a borrower's record for accuracy. Make amendments if required, under supervision of library staff. Add a borrower record to LMS.
Assist library staff with stocktake.	Assist library staff with stocktake with additional responsibilities such as undertaking a section under supervision.	Assist library staff with stocktake with additional responsibilities such as undertaking a section under supervision. Be able to interpret results of stocktake.

Module 1: Managing the Physical Environment	Module 2: Circulation and Stock	<b>Module 3: Research Services</b>	Module 4: Literature Strand	Module 5: Personal Development
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Novice	Apprentice	Master
Use the Inquiry/Search to locate resources using both Basic and Advanced search options.	Use the Inquiry/Search to locate resources using both Basic and Advanced search options. Assist other students to use the Search efficiently including availability of resources by understanding their needs.	Use the Inquiry/Search to locate resources using both Basic and Advanced search options. Assist other students/staff to use the Search efficiently including availability of resources by understanding their needs. Use questioning to establish user's needs and accurately determine their best options.
Demonstrate your ability to access databases and research materials via external sources.	Demonstrate your ability to access databases and research materials via external sources. Show another student how to do this and assist them to find desired results.	Demonstrate your ability to access databases and research materials via external sources. Show another student how to do this and assist them to find desired results. Prepare a brochure/poster/leaflet which provides student information about accessible databases.
Understand and explain the purpose of 'book parts' such as title, contents page, index and imprint page.	Understand and explain the purpose of 'book parts' such as title, contents page, index and imprint page. Be able to justify the selection of a resource to suit specific needs based on such information.	Understand and explain the purpose of 'book parts' such as title, contents page, index and imprint page. Be able to justify the selection of a resource to suit specific needs based on such information. Evaluate content, design, layout and special features of a nonfiction text. Critically evaluate in a written report the suitability/value of a nonfiction book using this criteria
Correctly locate the Biographies section and locate a given resource.	Correctly locate the Biographies section and locate a given resource. Assist library users to locate a desired biography.	Correctly locate the Biographies section and locate a given resource. Assist library users to locate a desired biography suited to their needs or request.
Demonstrate your knowledge of the various types of reference/research materials available in the library.	Demonstrate your knowledge of the various types of reference/research materials available in the library. Assist other users to locate this material.	Demonstrate your knowledge of the various types of reference/research materials available in the library. Assist other users to locate this material. Offer assistance to select the most appropriate resource to suit the topic/needs.

Module 1: Managing the Physical Environment	Module 2: Circulation and Stock	Module 3: Research Services	<b>Module 4: Literature Strand</b>	Module 5: Personal Development
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Novice	Apprentice	Master
Locate suitable titles for a thematic display.	Locate suitable titles for a thematic display. Create display with another student librarian featuring the work of an author including biographical information, images and other material.	Locate suitable titles for a thematic display. Create display independently around your own choice of topic including appropriate information, images and other material.
Read and review one Fiction book for publication on LMS and elsewhere.	Read and review three Fiction books for publication on LMS and elsewhere.	Read and review five Fiction books for publication on LMS and elsewhere.
Prepare a piece for the newsletter e.g. an interview with staff or student, a report on a special event, a review of a movie based on a book.	Prepare a piece for the newsletter e.g. an interview with staff or student, a report on a special event, a review of a movie based on a book. Write an article reflecting on your experiences as a student librarian for the newsletter or other forum.	Prepare a piece for the newsletter e.g. an interview with staff or student, a report on a special event, a review of a movie based on a book. Write an article reflecting on your experiences as a student librarian for the newsletter or other forum. Prepare and publish an article, digital record or display from an interview with an author, illustrator or publisher.
Assist in an event which promotes literature e.g. Book Week, Poetry Day etc.	Assist in an event which promotes literature e.g. Book Week, Poetry Day etc. Assume responsibility for part of the planning and execution of such an event.	Plan and execute a suitable 'literary' event for the library for either staff or students. Mentor a Novice or Apprentice in assisting you to accomplish this.
Prepare and deliver a 3-5 minute 'book talk' to promote a title or series.	Prepare and deliver a 3-5 minute 'book talk' to promote a title or series. Collaborate with another student librarian to develop a book trailer, promotional poster, bookmark or similar material to promote a particular book or series.	Prepare and deliver a 3-5 minute 'book talk' to promote a title or series. Independently develop a book trailer, promotional poster, bookmark or similar material to promote a particular book or series.

Module 1: Managing the Physical Environment	Module 2: Circulation and Stock	Module 3: Research Services	Module 4: Literature Strand	<b>Module 5: Personal Development</b>
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Novice	Apprentice	Master
Demonstrates a commitment to the role by attending both training sessions and rostered time slot. Organises substitute if unable to attend roster time.	Demonstrates a commitment to the role by attending both training sessions and rostered time slot. Organises substitute if unable to attend roster time.	Demonstrates a commitment to the role by attending both training sessions and rostered time slot. Organises substitute if unable to attend roster time.
Demonstrates responsibility as a member of a team and carries out assigned tasks willingly. .	Demonstrates responsibility as a member of a team and carries out assigned tasks willingly. Shows initiative in going beyond assigned tasks when opportunity presents.	Demonstrates responsibility as a member of a team and carries out assigned tasks willingly. Shows initiative in going beyond assigned tasks when opportunity presents. Takes on the role of mentor for Novice level students.
Values and makes good use of presented training and other opportunities.	Values and makes good use of presented training and other opportunities. Makes suggestions for topics for training.	Values and makes good use of presented training and other opportunities. Makes suggestions for topics for training. Delivers some training to Novice level students.
Demonstrates a positive attitude towards all library users e.g. friendly 'meet and greet' at Circulation desk or answering the telephone.	Demonstrates a positive attitude towards all library users e.g. friendly 'meet and greet' at Circulation desk or answering the telephone. Reliably records messages delivered by phone or in person.	Demonstrates a positive attitude towards all library users e.g. friendly 'meet and greet' at Circulation desk or answering the telephone. Reliably records messages delivered by phone or in person. Undertakes library tours for new students and/or staff.

Skills and knowledge acquired in this training program will provide useful experience for many work situations. You may be interested in the following careers as a result: **Library Technician, Library Assistant, Librarian, Gallery or Museum Guide, Gallery, Library and Museum Technicians, Gallery or Museum Curator**

You will develop competency in assisting clients, making information accessible, and working with technology and new media to deliver a quality experience and information service to a diverse range of customers.

... libraries are about freedom. Freedom to read, freedom of ideas, freedom of communication. They are about education (which is not a process that finishes the day we leave school or university), about entertainment, about making safe spaces, and about access to information....

A library is a place that is a repository of information and gives every citizen equal access to it. That includes health information. And mental health information. It's a community space. It's a place of safety, a haven from the world. It's a place with librarians in it. What the libraries of the future will be like is something we should be imagining now.

**Neil Gaiman, 2014**