



TEC Library



Contact your TEC Librarian by email: carlsolm@hsd401.org

By phone: 988-7230 or visit the [TEC Library Website](#)

Library Letters

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Start the School Year with Library Orientation!

Any underlined blue items below are links

Take a break from your normal beginning-of-the-year routine and bring your students to the Tyee Library for an orientation.

You might be thinking, "My students are not FRESHMEN, so I can wait until later." You'd be surprised how many students on the Tyee Campus tell me they have NEVER STEPPED INTO A LIBRARY until that moment, which is during their senior year when they must do a senior project or some other research. Then, they are suddenly required to use skills with which they are unfamiliar and uncomfortable. So, don't put this off.

Information Literacy learning—a life-long 21st century skill set, and "habit of mind"—can start with, and should include, some basic navigational and content knowledge about LIBRARY.

Even after experiences in elementary and middle school, students can often become "forgetful" about how to find materials in a library. Regularly reinforcing simple skills such as Dewey categories, card catalog and reference use serves to remind students that the library provides vast resources of information that potentially they can access.

Part of Information Literacy learning is knowing WHERE to access information and which media suits their searches best (not always the Internet). When students are familiar with their library, they have a decided advantage over those who do not have such access.

Know Your Library!

As John Welch spoke to us this week about "habits of mind" I couldn't help but feel a bit smug as I realized what he described was none other than INFORMATION LITERACY. Asking questions (curiosity), knowing how to find reasonable information (reasoning), being able to use information for a purpose (problem solve), in order to form new knowledge (solutions) all belong within the pantheon of INFORMATION LITERACY, which is the expertise of your local teacher-librarian.

To satisfy my own curiosity about this connection I had observed between "habits of mind" and information literacy, I did a basic Google search and found that the [Coalition for Essential Schools website](#) (the foundational premise for the Tyee SLCs) devotes space to using Information Literacy skills in conjunction with various "habits" in thinking. Further searching seemed to confirm my speculations that Information Literacy plays a key role in developing "habits of mind" that form the foundation for successive "spheres of development".

Some related and interesting documents can be found below.

- [Noodletools](#)
- [21st Century Skills](#)
- [San Jose's University](#)

Tyee Library Information

- [Library Services](#)
- [Library Brochure](#)

Seven Tips to Navigating the TEC Library—for Teachers and Students

Library Tip #1:

Scheduling time to bring classes to the library is easy and it only takes a few minutes:

1. Pick-up a scheduling form in the library OR use the [on-line form](#) sent to you
2. Fill out the form as indicated. Please feel free to conference or collaborate with your librarian.
3. Return form (only when form is returned is your request scheduled).
4. [Check calendar ON-LINE](#) to see whether space is available.

Library Tip #2:

If you scheduled a date or time that you no longer require, or if you think you will be more than 15 minutes late, PLEASE **e-mail or call the library to cancel or make special arrangements**. Otherwise, your time may be "recycled" to accommodate other classes.

Library Tip #3:

Remember: Students MUST have a note from a teacher to visit the library during class time. Students without a note, **or** who have a note but fail to sign in will be sent back to class. Student must have a stated task/purpose for visiting the library. A time limit is also highly recommended.

Library Tip #4:

Teachers should not schedule time in the library during an absence. Please make arrangements with the teacher-librarian if this is unavoidable.

Library Tip #5:

Laptops are available for check-out and use *in the library ONLY*. Students must have a student or picture ID to check one out, and it must be returned before leaving.

Library Tip #6:

Food, beverages, cell phones and certain electronic equipment is **not allowed** in the library. If discovered, students with such items either will be required to relinquish them until they exit the library, or they will lose their privilege to remain in the library, depending on each situation.

P.S. It would be appreciated if teachers and staff modeled these behaviors as well.

Library Tip #7:

Students can check out materials from the library ONLY if they have a student ID or another form of PICTURE ID (driver's license, passport).

TEACHERS and STAFF: Avoid checking out books in your name and then loaning them to students. It can result in the teacher paying for them at the end of the year.