WELCOME TO THE CORNISH RESOURCE CENTRE

This package contains information about:

The Cornish Resource Centre
Class preparation sheet
Audio Visual department
Library passes
Welcome to the Cornish Resource Centre

The library is located on the upper level of the Centre for International Studies adjacent to the Middle School Building. It is situated above the T.C. Woolhouse theatre.

The Audio Visual Department is located next to the library and can be entered by a side door on the same level as the library.

Opening hours

Monday to Thursday: 8.00am – 6.00pm
Friday: 8.00am – 4.00pm

Staff Members

Jan Wilson – Teacher Librarian
Norman Burke - Teacher Librarian
Jahanna Parry - Teacher Librarian
Lydia Holmes - Librarian
Ron Gavin - Audio Visual Technician and Performing Arts Technician
Anne Amner – Audio Visual Technician and Library Technician
Melinda Richardson - Library Technician

Class bookings

The booking sheet for classes is located at the circulation desk.

♦ Class area 1 can accommodate 30 students and has a data projector. It is used for research classes.
♦ Class area 2 can accommodate 24 students for research classes.
♦ Class area 3 is the wide reading area. It can accommodate 30 students and has a data projector.
♦ Please note: students are required to wait quietly in the foyer until their teacher arrives.

Virtual library on StLlink

To access our virtual library through STL Link:

STL Link > Learning >MiddleSchool/Upper School >any year level from year 5 upwards>Cornish Resource Centre

OR http://learn.stleonards.vic.edu.au/crc/

From here you can access the library catalogue, eResources, curriculum pages, professional learning for teachers and a whole lot more.
What the Cornish Resource Centre can offer you

Print resources
Books are shelved in the following collections:

- Fiction: Alphabetically by author within genres.
- Non Fiction: Reference is interfiled
- Special Collection—high-interest non fiction
- Teacher Reference

E resources These include databases, eBooks, eJournals and apps for research and reading. Individual training sessions are available. Make a time with us.

Databases, Journals & Authoritative Websites
These are sited on the Cornish Resource Centre page on StlLink:
http://learn.stleonards.vic.edu.au/crc/resources-for-research/databases/

Current affairs
- Global Issues in Context * Newsbank * Echo online

General
- State Library of Victoria * World Book Online * JStor
- ELibrary Australasia * Google Scholar * Academic Journals
- Academic OneFile * Weblinks * Trove

History
- History in Context * Great Empires of the Past

Science
- Science in Context * Science Online * Today’s Science
- Australiasian Science * Issues * CSIRO

Literature
- Blooms Literary Reference Online * AustLit * Readplus

Australian curriculum
- Scootle

Philosophy
- LibriVox * Philosophy Now

E Books and audio books (fiction and non-fiction)
We subscribe to two electronic lending systems for fiction ebooks and audio books.

Borrow Box (Bolinda digital): for ebooks and audio books

ePlatform by Wheelers: ebooks.
To access these services please go to their pages under eResources or ask one of us for assistance.

Gale Virtual Reference Library is a small collection of non-fiction ebooks on the subjects on environment, history, literature and social science.

Newspapers
The Age, Herald Sun and Australian newspapers are available each day and are kept for one month.

Periodicals
We have many periodicals available including National Geographic, New Scientist, Choice, as well as a large selection of curriculum based magazines. You can be added to the circulation list for magazines available within our collection.
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Using your OPAC
Through STLLink you are able to access our library catalogue (OPAC).
http://learn.stleonards.vic.edu.au/crc/ or

Once in the catalogue try searching for items and confirm availability, place reservations, check which items are borrowed by you and make recommendations of items for us to purchase.

To place a Reservation
First you need to log into MY ACCOUNT
Your Username is your Staff ID Number (No password required)
Once logged into your Account, you will be able to fully utilise the library OPAC to suit your requirements.

Secure Printing
This function allows you to print work when you arrive at the printer. This will eliminate the chance of any students or staff member inadvertently reading your printing e.g. exams, student reports etc.

Once Ctrl P has been chosen, the opportunity will arise to complete the secure print procedure on the Printer Properties page. Follow the steps below.

1) Select File: Print
2) Select: Printer Properties
3) Job Type: Secure Print
4) Set Up: Select

Enter into the User ID field the name you wish to be listed under Secure Print at the copies. Select a Secure Print Passcode, then select OK.
Print.
At the Printer Select—Services Home, then Secure Print. From the list that displays, your passcode is all that is required to print the documents as required.
How can the teacher librarians assist you?
We can:
♦ Collaboratively develop assignments with you.
♦ Teach information literacy skills to your students embedded in the topic.
♦ Provide curriculum pages to support research assignments.
♦ Present professional development sessions to your department.
♦ Provide training and tutorials in internet searching, databases, ebooks, etc.
♦ Promote wide reading to your classes.
♦ Provide advice on recreational reading.
♦ Prepare bibliographies.
♦ Prepare tubs of resources for specific assignments.

How can you assist the teacher librarians?
♦ Consult with us when planning a new unit of work.
♦ Allow 3-5 days for us to prepare and plan for research tasks.
♦ Use the attached form when booking research classes in the CRC.
♦ Discuss with us what skills and resources the students will need.
♦ Be responsible for the behaviour of your students in the CRC.
♦ Use a St. Leonard’s College library pass when sending your students from the classroom to the CRC. Up to four students can come at one time.

We look forward to working with you
*Please allow the teacher librarians planning time (3-5 days) before your students begin their enquiry.

1. Subject/topic: ..............................................................

2. Teacher: ................................................ 3. Year level/class: .........................

4. Copy of assignment—hard copy attached ( ) or by email ( )

5. Date(s): ................................. 6. No. of library lessons: .............

Research literacy skills and knowledge

( ) Brainstorming, concept maps—planning research

( ) Effective Internet searching—locating information

( ) Print and digital resources—locating information

( ) Skimming & scanning techniques—selecting information

( ) Note taking skills—organising information

( ) Citation & bibliographies—organising information

( ) Digital and print presentation tools—communication

( ) Learning networks, digital citizenship—social learning and collaboration

Reading and literature

( ) Genre and author studies      ( ) Theme and format studies

( ) New book talks                  ( ) Literature websites & competitions

( ) Text types: poetry, plays, graphic novels etc.

Teacher librarian services for staff

( ) Collaborative planning of research task     ( ) Book tubs      ( ) Team teaching

( ) Staff PD                              ( ) Class visits

Comments ............................................................................................................................
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How to show a DVD using the DVC system

You will need your laptop to show a DVD to your class. (NOTE: the DVC is not available on the ipads yet).

In the classroom connect your laptop computer to the VGA cable and the audio cable (also electricity!). DVC is accessed by WIFI in all classrooms.

Make sure the amplifier & data projector are turned on.

DVC Server

Off air recordings are stored on the server. Multiple users may use the same program independently.

The DVC servicer content is available ‘24/7’ but only at school at present.

Click on the DVC Server icon on your laptop desktop.

The following menu will appear: You will only need the browse and search icons.

The BROWSE icon allows you to search the database by subject.

When you have browsed and found a suitable program, click on to it. A screen similar to the one below will appear.
The **SEARCH** icon allows you to search for a program by title.

When you have browsed and found a suitable program, click on to it. A screen similar to the one below will appear.
To maximise your screen, press the upward facing arrow on the lower right of the picture screen.

The program can be paused (see icon on the lower left of the screen), time elapsed and time to run can be viewed - also on the lower part of the screen, and the program can be advanced by sliding the button along the slider.

NOTE: You can also search for DVDs using the library (AMLIB) catalogue. AMLIB provides detailed bibliographic information. It will also indicate, via the call number, if the program has been loaded onto the server with the prefix DVC. A DVD prefix indicates that the DVD is not on the server and, consequently will have to be shown ‘live’ and booked using the booking book in the AV office.

**DVC LIVE**

You will use DVC **LIVE** if the program you want is not available on the server, but is available on DVD. This might include personally owned DVD’s or school owned DVD’s (located in the AV DVD compactus). Commercially bought DVDs cannot be loaded onto the server for copyright reasons. These must be accessed **LIVE** via DVD players in the AV office and streamed to the classroom.

Only one person can control the DVD in **LIVE** mode but others can also access it. You will have to book these DVDs using the booking book in the AV office.
To access ‘live’ DVDs (ie play them in class), click on the DVC player icon on your laptop desktop.

The following screen will appear.

Click on the LIVE icon. A list of DVD players (DVD 01 – DVD 10) will appear. Click on the DVD player you booked in the AV office. Your DVD should appear.

Use the remote control on the left of your screen to navigate your way around. It takes a while to get used to using the on-screen remote (rather than using the mouse to highlight things & pressing enter) but it is easy to use. ‘Previous’ and ‘Next’ allows you to move in chapters. Press ‘FF’ twice for a picture search. The remote can be turned off by pressing the red cross in the right hand corner. It can be brought back by going to ‘view’ on the menu and selecting ‘remote control’.

There is a TWO second delay when using the remote in LIVE mode for all commands.

NOTE: Some DVDs (often overseas purchased or from Amazon) are NTSC. These DVDs can ONLY be shown on DVD 9 or DVD 10. They are labelled with a black dot in the collection. (They will not work on the external DVD drives available through the AV office).

Problems?

Send a student to the AV office for help or go to a nearby office and call the AV office (ext. 536) or call from your mobile phone (9909 9536).