

USING THE LIBRARY FOR RESEARCH- STAFF PROTOCOL

Step one- Library and Domain Leaders

- Domain Leaders present research tasks for the semester to Librarians
- This will allow Librarians to check for adequate resources and to create reading lists and to create a research timetable for the semester

Step Two- Library Research Timetable

- Librarians will create a research timetable for research tasks. Classroom teachers will be notified. Classes will be staggered to allow adequate access to library resources and time to complete tasks

Step Three- Prior to commencement of research task

- Teachers should collaborate with the Librarians to ensure that resources meet needs.
- Teachers should copy a class set of double sided A3 research templates

Step Four- In the class room

- Teacher and students define the task
- Teacher and students set key questions
- Teacher sets the form of the research presentation
- Teachers may find the site <http://wsi.slav.vic.edu.au/question-generator> useful in this process
- Students given assessment criteria. Template forms part of this

Step Five In the Library

- The librarians will use the research process to teach students how to locate, select and evaluate information sources. Students will also develop skills in reading for purpose, note taking and critical thinking

Step Six- In the classroom

- Students use their notes to develop their presentations
- Students will submit completed task and research template for assessment