



## PCHS LIBRARY LEARNING COMMONS REPORT 2017

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### THE LEARNING COMMONS DEFINED

“A **learning commons** is a whole school approach to building a participatory **learning** community. The **library learning commons** is the physical and virtual collaborative **learning** hub of the school.” (canadianschoollibraries.ca) The Pierrefonds Comprehensive High School LLC strives to meet the needs of our school’s community by providing a safe and welcoming environment for all where creation, collaboration and communication are encouraged.

The entrance to the PCHS LLC was re-designed this year in order to reflect its new name and purpose.

- serving approximately 720 students and 60 staff members
- print and digital resources
- over 18,000 books in three languages
- magazines in English and in French, in print and digital versions
- 7,500 sq. ft.

Our collection constantly changes in response to the programs offered at PCHS, the curriculum, and the vastly differing needs and abilities of our students.

## REGARD DATABASE

The Library uses Regard, a GRICS product and a standard throughout the Lester B. Pearson School Board. The merged database for high schools makes it possible to share the combined knowledge of the Board's high school librarians. It also allows for inter-school loans. It is regularly updated. Contingency plans are in place when the database is inaccessible due to network failure.

## TECHNOLOGY

### ONLINE DATABASES

- available at school and at home via the library webpage & Single Sign On (SSO)
- SSO accounts management provided by school librarian to all students
- an average \$1300.00 charged to the library's budget annually. \$500 paid by ESD in 2017
- password accessible
- include MLA Citations to help curb plagiarism
- currently offered as encyclopedias, media, news, research & curriculum: CPI.Q Infotrac , Encyclopaedia Britannica, Universalis, Edumedia + Scoop + Overdrive + more!

### SMARTBOARD & LAPTOP

- convenient permanent installation in the library
- available to teachers & students with convenient flexible-style tables = increased use!
- practical, in demand addition to library learning commons bookings

### HARDWARE & SOFTWARE

- 16 units equipped with Windows 7 and Google™ Apps, with built-in counters
- 8 Chromebooks + charging station. 2 new Chromebooks expected in 2017-2018
- Green screen kit
- Free password-accessible wi-fi access available to students
- headsets & disposable hygienic covers
- IB One-to-One laptop program in Secondary 1, 2, 3 & 4
- **3785 computer sign-ins compared to 4512 last year. There is a noticeable increase in students' use of their own devices in the library and reduced need for printing.**

#### Recommendation

- Additional Chromebooks™ to complement the LBPSB switch to Google™ and help implement cellphone usage policy – for a total class set of computers in the LLC!
- upgrade or reconsider electrical configuration to minimize outages
- Consistent use of Google™ Apps must be encouraged throughout the school
- Add student personal device charging stations to LLC

### SINGLE SIGN ON (SSO) & GOOGLE™ APPS

- all students & staff members have access to g-mail and electronic resources
- Google™ Apps For Education strongly encouraged

**Recommendation:** A significant portion of our budget is spent on online resources. Students and teachers must be encouraged to maximize use of this valuable investment. Teachers should consider embedding links to the databases in their assignments and projects.

## E-READERS

- 12 KOBO Touch e-readers, 150+ uploaded titles. Max capacity 1000 titles each
- Exploring use by students with reading challenges
- title selection is shared among 12 high school libraries

## PRINTERS

- HP LaserJet 4050 - students pay 0.10 for each black-and-white page
- HP Colour Jet M452 – students pay 0.15 for each page
- teachers do not pay for prints

We may need to re-evaluate charges for printing to better reflect the rising costs of paper and ink. Students may be encouraged to submit their Google Docs electronically.

## SCANNER

- HP ScanJet allows students to upload external images directly to their documents & files

## PHOTOCOPIER

- Konica Minolta black-and-white photocopies cost 0.10 each to students
- teachers are asked to make use of the copy room

## PCHS WEBSITE

- coordination & uploading with webmaster was shared with Vice-Principal L. Coretti
- updated **LIBRARY WEBPAGE**.. <http://pchs.lbpsb.qc.ca/>
- access to our catalogue, an assortment of databases, citation style guides and numerous useful web-links – an essential one-stop page for student homework & research needs

## ACQUISITIONS

- 2016-2017 budget of \$10,094 for the purchase of books as per Ministry grant
- books, periodicals and periodicals database (code 421)
- specialized materials (code 420) are paid for by the school budget
- **576 books were purchased, catalogued and processed**
- **600 french books previously on loan from ESD were donated to the LLC & catalogued. These books were on loan to selected classrooms.**
- book selection is based on the curriculum, student needs and LLC usage
- extensive weeding of the collection, made necessary with annual purchases
- 2 Chromebooks and 6 Ikea Vago chairs were donated to the LLC by the PPO

## COMMITTEES, CLUBS & EVENTS

### LITERACY

- monthly reading themes chosen for book selection, displays and project ideas
- **poet and rapper Dan Parker worked with about 100 students in April**
- 3D French poetry exhibit by Secondary 3 students
- **supported Montreal 375 photography, MTL QR codes and Canada 150 projects**
- weekly **Comic Book Club** with teacher A. Leiva. Numbers have grown to over 40.
- compulsory library instruction & basic research methods for all Sec. 1 students
- numerous **digital information literacy** workshops offered upon teacher request
- increased Friendship, Love & Sexual Health (FLASH) resources – LGBTQ theme
- **new Ministry and QSLiN Library Hangouts videos**  
<https://www.youtube.com/watch?v=3AGd-BYie4Y&feature=youtu.be>

### BATTLE OF THE BOOKS 2017

- annual challenge included 10 book selections with lunchtime and after school practices
- students participated in local and regional competitions & placed third in close races

### LEGO™ + MAKERSPACES + DUNGEONS AND DRAGONS™ CLUB

- expanded Comic Book Club resources to include art supplies & manga templates
- guest teacher-presenters invited to challenge students after school to “learn by making”
- **weekly Dungeons & Dragons Club welcomed 18 junior and senior students**

### IB PERSONAL PROJECT & MENTORSHIP

- an on-going privilege to take part in the IB mentoring and judging process
- **extensive involvement in the IB evaluation/accreditation of December 2016**
- mentored 2 students in 2017 and assisted in students’ Personal Project research
- hosted the IB Personal Project Exhibition in the LLC
- IB staff meetings take place in the library every Late Entry Day, once per month

### VACCINATIONS

- 1 session scheduled in the Library resulted in its closure for that day

### GOVERNING BOARD

- Support Staff representative & recording secretary for the eleventh consecutive year
- monthly meetings are held in the library

### PARENT WORKSHOPS

- **a workshop for parents “Digital Resources Offered by the PCHS LLC” held in November**
- the library hosted evening workshops organized by the PPO

### BIBLIOMOBILE

- cataloguing and integrating 600 donated books into the collection was completed this year
- **due to popular demand, book bins circulated to 4 French classes in our Middle School**

## DIGITAL LIBRARY

- students and staff now have access to over 1000 titles in OverDrive (e-books & audiobooks).  
**The free SYNC Audiofile Program is available all summer long through OverDrive**
- details available on library webpage and <https://lbsbqc.libraryreserve.com>

## CLASSES BOOKED

- the library accommodated **388** classes compared to 372 last year
- 2 lunch periods saw an estimated 150 students daily
- availability of bookings is subject to library closures

## STUDENTS ON PASS

- **377** students were sent to the library by teachers during class time
- students using their Gold Pass require a date and signature from their teacher
- students who do not have independent work to complete are sent back to class
- students who choose to use the Atrium while on Pass are not supervised by the librarian  
Their numbers are not reflected in these statistics.

## PARENT VOLUNTEERS

- 1 parent volunteered an average of two hours per week

## STATISTICS

Statistics indicate an ever increasing use of library resources. **5143** books were borrowed this year, a sizeable increase despite a smaller student base. On-site consultations, while significant, are not documented. A subtle shift towards digital consultations is evident. The obvious increase in digital consultations and e-book use greatly affects the numbers. Those statistics are not available.

|   |             |
|---|-------------|
| English Fiction                           | 1857        |
| Non-Fiction & Reference (Eng., Fr. & SPA) | 817         |
| French Fiction                            | 1229        |
| Graphica                                  | 956         |
| Other (non-book material)                 | 285         |
| <b>TOTAL</b>                              | <b>5144</b> |

- all but 10 borrowed books have been returned & shelved
- all books purchased this year have been catalogued, processed and shelved

## LOOKING AHEAD TO 2017-2018

- continue to upgrade & increase technological resources
- pursue additional 21<sup>st</sup> Century Library concepts to enhance services to our community
- promote MakerSpace options with help from teachers
- offer additional workshops to staff, students and parents **ONGOING!**
- encourage greater student participation in community service work in the library **ONGOING!**
- promote Going Google™ & encourage student use of research databases