



External Programs and Learning Technologies

Faculty of Education

Teacher Librarianship

LIBE 461: Administration of the School Library Resource Centre (3.0)

Course Outline

Evaluation for the online course

Assignments: 6 web-based assignments = 60%; Analysis of a School Library Resource Centre Program = 15%
Plan of Action = 15% Participation = 10%

Description

The role, philosophy, and management of school library resource centres in elementary and secondary schools.(UBC Calendar Description) This online course introduces students to the role and philosophy of the school library resource centres as it relates to the schools' instructional programs and to the role of the teacher-librarians. The course also examines the administration and efficient operation of the school library resource centre, various policies and guidelines for school library resource centres and professional development issues related to implementing integrated school library resource centre programs.

Course Goals

- To introduce students to the philosophy, role and administration of school library resource centres in elementary and secondary schools.
- To develop an understanding of the educational role of the school library resource centre as an integrated and integral component of the school curriculum.
- To examine school library policies and procedures within the Canadian context.
- To develop an awareness of the importance of the role of the teacher-librarian and to gain knowledge of the many facets of that role.
- To develop an understanding of how to administer and operate a school library.
- To provide participants with an opportunity to use newly emerging technologies in a learning situation.
- To provide participants with an opportunity to develop specific plans of action that applies the course content and discussions to their personal school context.

Overview

1. Overview of School Library Resource Centre
2. Resource Based Learning
3. Role of the Teacher-Librarian
4. Enabling the School Library Resource Centre
5. Managing the School Library
6. Information Technology and Information Literacy

Course Requirements

Students are required to have a computer, access to the Internet, and a Campus Wide Login ID and password to access the website for LIBE 461. Don't have a CWL account? Register at: <http://www.cwl.ubc.ca>

Technical Requirements

You must have a computer capable of running at least Netscape Navigator 6.2 or Microsoft Internet Explorer 6.0 or higher and access to the Internet at a connection speed of at least 56.6 kbps.

Extension Library Resources (if required): Register at: <http://www.library.ubc.ca/extension/>

Textbooks and Learning Materials

Call the UBC Bookstore to order: (604) 822-4742 Toll free: 1 800-661-3889 or visit <http://www.bookstore.ubc.ca/>
Click on [Distance Education and Technology \(DE&T\) Course Material Ordering](#) and follow the instructions.

Required Text

Toor, R. & Weisburg, H. K. New on the Job: A School Library Media Specialist's Guide to Success.
American Library Association, 2007

For further information: (604) 822-3999 Toll free: 1 888-492-1122 or email: joanne.chilton@ubc.ca

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LIBE 461 Textbooks and Learning Materials Order Form

There are five ways to order your textbooks from the UBC Bookstore: http://www.bookstore.ubc.ca/http://w4.bookstore.ubc.ca/cgi-bin/det/det_selector.cgi

1. In Person

Ensure the shelf tag has the correct course number and section number. Purchase EPLT texts only; other course sections may use different texts.

2. Phone

Phone orders are accepted Monday to Friday between 9:30am and 5:00pm.
Locally: call 604-822-2665. Out-of-town: call 1-800-661-3889.
Identify yourself as a Distance Education student.

3. Fax

Dial 604-822-2111 and send this completed form.

4. Mail

Send this completed form to:
UBC Bookstore, Attn: DET Orders
6200 University Blvd
Vancouver, BC V6T 1Z4

5. Web Order

To web order your selected texts, click on the "Make this a Web Order" button and complete the contact, delivery, and credit card billing details. After you submit the web order, you will receive a confirmation web page and an e-mail will be sent to the e-mail address you specified.

Send books to:

First name	Last Name
Street Address	
City	Province
Postal Code	Country
Phone (8:30 -4:30 pm)	Date of Order

Email address:

Please phone the Bookstore to confirm prices. Check the items you wish to order and write in the prices.

Price

Required Text

_____ Toor, R. & Weisburg, H. K. New on the Job: A School Library Media Specialist's Guide to Success.

_____ Total materials cost

_____ Add 7% GST

_____ Add shipping cost (contact Bookstore for shipping costs to your location.)

_____ Total payment required

Payment: Methods of payment include cheque, money order or credit card

Do not send cash. Cheque or money order: confirm the current book prices with the UBC Bookstore. Remember to include shipping costs and 7% GST. Cheques/money orders are payable to UBC Bookstore. For credit card payments please complete the following

Visa

Mastercard

American Express

Total Amount: _____ Card no. _____

Expiry Date: Year _____ Month _____ Cardholder Name: _____ (print)

Signature: _____