Tips from a High School Librarian

Happy Librarians Talk Management and Morale
Ellen Frank Bayer, Flushing High School
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CONTEXT:
Take it all with a bit of humor.
I’ve been working in NYC School System for over thirty years, the more things change, the more they stay the same.
Standards are relabeled, all comes down to: What’s best for the students, engage, excite and keep up with the times.

Helpful book: Go See the Principal by Gerry Brooks. He also has very funny videos online.

Passion: Find your “why.” My why is to help people, share my knowledge, continuously learn, share my love of reading and exploring.
Another book I like is Find Your Why by Simon Sinek.

ACCOUNTABILITY:

CALENDAR
We created a library calendar that is publicly available online. Library calendar is transparent, shows class visits and appointments.
Powered by Libguides by Springshare.

ATTENDANCE
Use a google sign in sheet, students sign in, attendance is recorded. Statistics are compiled annually.
Link to the attendance form for Flushing High School Library:
https://forms.gle/GFH9tsEu5VUZR2PS7

VISIBILITY:
NEWSLETTER: Two newsletters issued monthly, one for teens and one for staff. You can find samples of newsletters here.
Staff Newsletter: https://www.smore.com/fajzu
Teen Newsletter: https://www.smore.com/btd29
Blog: Essential School Librarian:
Weekly Newsletter by Assistant Principal: publicizes events.
Morning announcements occasionally
School website
**SUPPORT:**
Find items for teachers before they ask. Help out when you can. If co-teaching a class, let teacher leave five minutes early to get to his next class. Assist with preparing scaffolds, making copies for class.

**RESPECT:**
Treat others like you would like to be treated. Make life happy for yourself.

**WRITTEN POLICIES and GUIDELINES:**


Empire State Information Fluency Continuum: [https://slsa-nys.libguides.com/ifc/gradeassessments#s-lg-box-wrapper-25112954](https://slsa-nys.libguides.com/ifc/gradeassessments#s-lg-box-wrapper-25112954)

Federal Library Standards published by the American Association of School Librarians

**Work Cited:**

