

Tips from a High School Librarian

Happy Librarians Talk Management and Morale

Ellen Frank Bayer, Flushing High School
NYLA Fall Conference, Saratoga, New York
October 2019

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.

<http://flushinghighschool.libcal.com>.

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.smores.com/fajzu>

Teen Newsletter: <https://www.smores.com/btd29>

Blog: Essential School Librarian:

<https://essentialschoollibrarian.wordpress.com/2019/10/27/life-as-a-solo-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:

School Discipline Code: <https://www.schools.nyc.gov/school-life/rules-for-students/discipline-code>

Purchasing Guidelines: <https://nycdoe.libguides.com/c.php?g=944646>

Empire State Information Fluency Continuum: <https://slsa-nys.libguides.com/ifc/gradeassessments#s-lg-box-wrapper-25112954>

Federal Library Standards published by the American Association of School Librarians
<https://standards.aasl.org/wp-content/uploads/2018/08/180206-AASL-framework-for-learners-2.pdf>

Work Cited:

Brooks, Gerry. *Go See the Principal*. New York, N. Y.: Hachette Book Group. 2019.

King, Vanessa. *10 Keys to Happier Living*. London: Headline Publishing Group. 2016.

Poswolsky, Adam Smiley. *The Quarter Life Breakthrough. Invent Your Own Path, Find Meaningful Work and Build a Life That Matters*. New York, N. Y. Penguin 2016.

Sinek, Simon. *Start With Why: How Great Leaders Inspire Everyone to Take Action*. New York, N.Y.: Portfolio, 2009..