

## **Passing the Torch - A Teacher-Librarian Transition Template**

TDSB Teacher-Librarian Mentor Leaders 2022

### **Suggested Topics to Cover**

#### History of Your SLLC

- What staff and facilities changes have happened in the past 3-5 years?
- What does the Admin. & TL collaboration look like?
- What have you noticed about the staff/student/community use of the space and services?
- Which points might you add to this document (are there any points which you might prefer to relay in dialogue, perhaps by phone or by Zoom?)

#### Scheduling & The Assignment

- what was your assignment (0.5 Library + ?); how did this work at your school?
- book exchange times - past practices, community access
- particulars (e.g., are there teachers that have rules for their classes?)

#### Partnering/Co-Teaching

- Where is your school on the partnering spectrum?
- What has worked? what hasn't?
- What are your suggestions for a good starting/entry point?

#### Planning/Programming

- What did your programming look like?
- What did your long-range plan look like?
- What would you stop/start/continue?

#### Book Exchange/Circulation

- How does this work at your school?
- Insignia login info specific to your school (e.g., GL logon)
- any relevant info for your circ desk or circulation computer
- Who else in the building is trained to use Insignia?
- What would you stop/start/continue?

#### Collection Development

- What were the goals you worked towards?

## Appendix A

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- What has been invested in this SLLC?
- What were the gaps you identified?
- What are the next steps for this collection?

#### Purchasing & Vendors

- What budget have you been given to work with historically? (e.g., with this administrator? With previous administrators?)
- What vendors have you worked with? (is there a particular reason why?)
- Are there any logistics to pass along? (e.g., doors where resources can be easily delivered to the library)
- Are there any outstanding orders/deliveries expected over the summer? (i.e., is there anything you are still waiting for?)

#### Collection Management

- what is where & why (you might consider adding pictures or a video)
- shelving/zones - how are books sorted? any special considerations?
- furniture
- labelling (are there any specific genre labels?)
- any major work that has occurred (inventory, weeding, shelf/furniture purchases, etc.)
- Dual Track School?
- International Languages/Dual Language Book Section?

#### Volunteers

- students
- parents/guardians
- community members
- Who knows? Who can help?
- What would you stop/start/continue?

#### Book Fairs

- past practices (with which vendors?)
- Scholastic Book Fair login & password
- What would you stop/start/continue?

#### Storage & Where To Find

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- cataloguing supplies (bar codes, spine labels, spine covers, genre labels, school stamp, etc.)
- book repair supplies (book tape, book glue, etc.)
- labels
- bar codes
- book bags
- book ends, shelf labels, signage & book display materials

#### Events & Author Visits

- Who? When? For what reason? from which budget? (i.e., who paid?)
- What other events did you organize from the library? (e.g., Family Literacy Night)

#### Networking

- Who are the colleagues in your neighbourhood/community that you've worked with?
- What other organizations have you partnered with?
- Who are the people you'd most want the next TL to know about to be successful?

#### Additional Notes

- online licences & access codes/passwords
- magazine subscriptions
- Forest of Reading Participation
- donations?
- fines?

### Timeline Template - one idea

\*NB items noted in [blue](#) were linked to specific resources within our Board. You may want to consider where these resources exist within your own Board and how TLs can access them.

When?	Here's what.: (current status)	So what? (issues to consider / navigate)	Now what? (recommended next steps)
First Week	<b>Scheduling</b> -prep. delivery vs. TL time for partnering periods	(i.e., sample schedule from the previous year; what worked, what didn't work)	(i.e., discuss scheduling issues & priorities with PORs & Admin.)

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	<p>-build your own prep. Time</p> <p><b>Planning for Library Instruction:</b></p> <p>-Partnering / Co-Teaching: Where are we on the spectrum?</p> <p>-LLR support for teachers new to the TL role</p>	(i.e., TL time used for FDK prep. > how to best serve the rest of school?)	(i.e., know the SIP priorities)
1st Month	<p><b>Get to know:</b></p> <p>-Library Learning Resources (LLR) department</p> <p>-Digital Content Coaches</p> <p>-Virtual Library &amp; passwords &amp; support</p> <p><b>Book Exchange times:</b> past practices, community access</p> <p>-particular classroom/teacher specific rules</p> <p>-Contact Library Helpdesk for help</p>	(i.e. weekly book exchange for Primary, maybe Junior; perhaps open exchange times for Intermediate)	
	<p><b>Collection Management</b></p> <p>-what's where &amp; why - video?</p> <p>-shelving / zones</p> <p>-furniture</p> <p>-returns bin</p> <p>-labelling/signage</p> <p>-LLR support</p> <p><b>Insignia training</b> with Library Learning Resources (LLR) department -basics</p>		
2nd month (once school budget is released)	<b>Collection Development</b>	(i.e.: focus has been on picture book purchases - need to promote GNs)	(i.e., visit The Beguiling / Little Island Comics, Tinlids, etc.)

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	<ul style="list-style-type: none"> <li>- plan &gt; <a href="#">LLR dept. info.</a></li> <li>- budget</li> <li>- <a href="#">TDSB ordering info.</a></li> </ul> <p><b>Networking</b></p> <ul style="list-style-type: none"> <li>- <a href="#">TL network</a></li> </ul>	(budget history (last 2-3 years))	
2nd month & ongoing	<p><b>Collection Management</b></p> <ul style="list-style-type: none"> <li>-donations? / fines?</li> </ul> <p><b>Cataloguing:</b></p> <p>where to find:</p> <ul style="list-style-type: none"> <li>-labels</li> <li>-book bags</li> <li>-book repair supplies</li> <li>-bookends, shelving labels</li> <li>-cataloguing supplies (bar codes, spine labels, spine covers, genre labels, school stamp, etc)</li> </ul> <p><b>Volunteers</b> - students, parents/community members (who knows? who can help?)</p>	(i.e.: Dual Track / Int'l Languages)	
3rd month & ongoing	<p><b>Purchasing</b></p> <ul style="list-style-type: none"> <li>-vendors (who? why? logistics?)</li> <li>-budget</li> <li>-book fair practices and processes</li> <li>-online licences: access codes/passwords &amp; expiry dates</li> <li>-<a href="#">magazine subscriptions</a></li> </ul>	(i.e., What's Outstanding? book orders? invoices?)	
ongoing	<p><b>Event History</b></p> <ul style="list-style-type: none"> <li>-author visits</li> <li>-book fairs, Scholastic password</li> <li>-<a href="#">Forest of Reading</a> participation</li> </ul>		

Appendix A

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