

Welcome to San Andrea Senior School Library

The San Andrea Senior School library has been established since September 2000, with the onset of the new San Andrea Senior School.



Our library is located on level D at Senior School. The library is open all day during school hours. Grade 8 and 9 students have a weekly session in the library where they are given time to exchange books. During these lessons they are also given research and study skills and hands-on activities on proper use of the library. The older students visit the library during break times to exchange their books, to work, do research or read quietly. So as not to have an overcrowded library, grades are assigned special days when they can visit the library during break times.

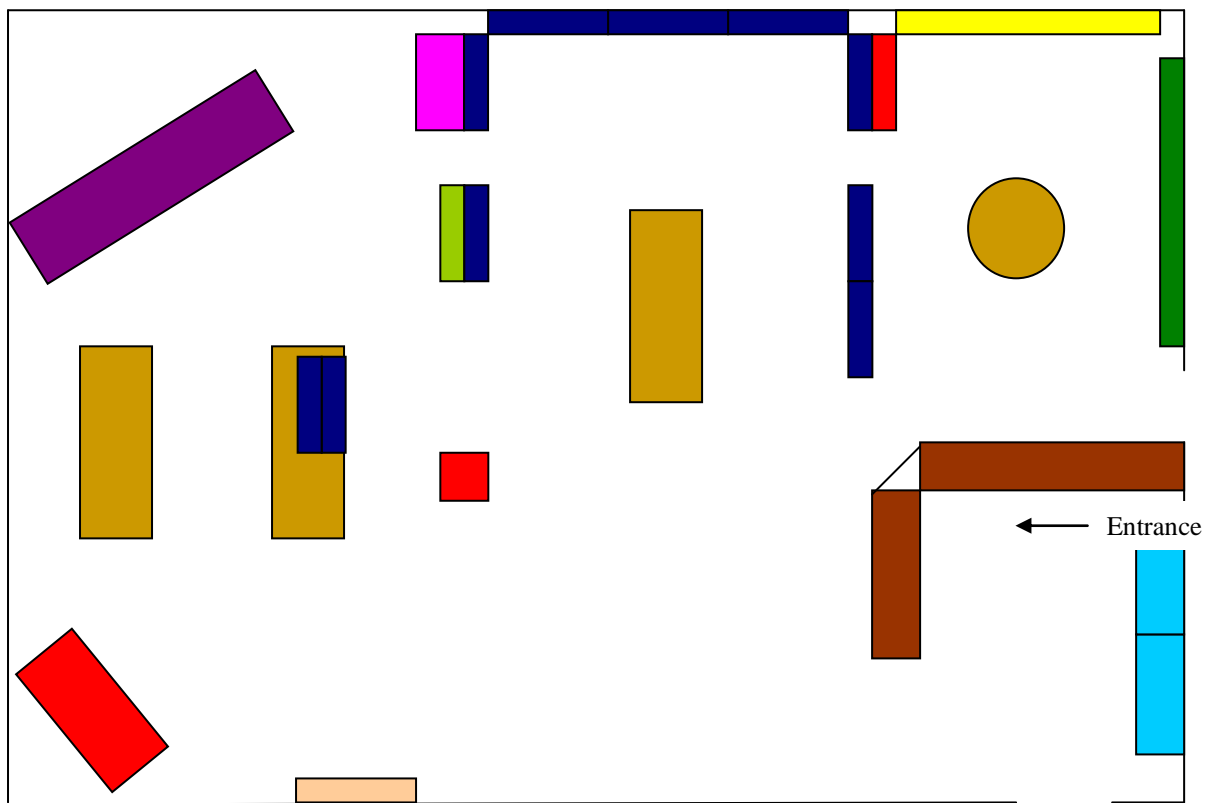
The Notice Board

An informative notice board keeps the students and staff updated on current news regarding books and library events. The following are the fixed features on this notice board:












- The author of the month
- What the papers said on this day
- Today in history
- Quote of the month
- Book Suggestion Sheet (filled in by the students)



Other information may include examinations timetable, articles related to books and reading, authors' visits, details of events such as Book Week and the Readathon.



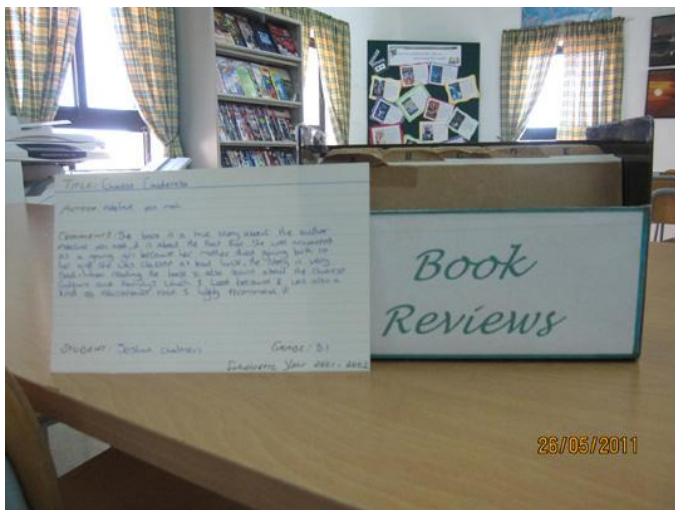
Library Floor Plan

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|---|------------------------------|---|---------------------|
|  | Teachers' Resources |  | Circulation Desk |
|  | Photocopier |  | Periodicals Shelf |
|  | Display Sections |  | Computer Terminals |
|  | New Books Section |  | Author of the Month |
|  | Fiction Section |  | Non-Fiction Section |
|  | Melitensia/Reference Section | | Students' Tables |

The Circulation Desk This is situated on the left as one enters the library. All books transactions are done at this desk. The library's collection and users' information are maintained on a library database, which is continuously updated.

This library database is sub-divided into three main databases, namely the 'Books Database', the 'Borrowers Database' and the 'Transactions Database'. The 'Books Database' contains the collection of this library. An important feature is the index section where all the keywords are listed to index all non-fiction material and articles in some periodicals, namely 'The National Geographic', 'Saghtar', and 'Malta This Month'. This service is extremely helpful when students require specific information for their research. It enables the library user to access all information found in all non-fiction material in the library collection. The 'Borrowers Database' includes all the information of the library users, that is, name, class and library registration number. All transaction records are found in the 'Transactions Database'.

The Book Reviews Box



A popular feature in this library is the 'Book Reviews' box which is found on the circulation desk. Students are encouraged to write their comments on books they have read from the library. These reviews are written on index cards, which are then placed in alphabetical order for other students to refer to.

Non-Fiction, Melitensia and Reference Sections



These sections are located opposite the circulation desk. Books in the **non-fiction** section are arranged by subject and in numerical order by the Dewey Classification System. All shelves are labeled to facilitate accessibility to the library's collection in this section. A Decoder Chart also directs students to the books they require.

The **reference** section prides itself with a 33 volume of the Britannica Encyclopedia, plus a very good collection of other reference books including atlases, dictionaries, single-subject encyclopedias, chronicles, Bibles and The National Geographic periodical. In this section one also finds an extensive collection of **Melitensia** books, which includes the 'Kullana Kulturali' and the 'Heritage' encyclopedias.

The Fiction Section

The **fiction** section holds books in Maltese, English, Italian and French languages. We are constantly upgrading this section with the latest publications. Besides being arranged in alphabetical order according to the author's surname, these books are also divided into three



sections: 10-12 years, 12-14 years, and 14+ to further guide the students to the appropriate books according to their age.



Teachers' Resources

An extensive collection of teachers' resource books and teaching aids (video/audio cassettes, charts, maps, DVDs, CD Roms, games) make up our

teachers' resource section, which is located just behind the circulation desk.



Author of the Month

Every month the librarian introduces a new author to the students by presenting information about the author and displaying his/her books. Information about the chosen author may also be found on the library's notice board, encouraging students to view and borrow their books from the

library. In this way students are made aware of different and contemporary authors and their works.

New Books Section

New acquisitions are displayed in the New Books section before they are put on the shelves. This way the students would know what new titles are available. Students may write their suggestions on the notice board of book titles they want to see in the library. It is always beneficial that students are given the chance to input their ideas and suggestions, especially in the choice of books for their library.



Photocopy Service

The library also provides photocopy service to the students. Students may buy photocopy cards for their personal use. They also have the facility to order

past papers (school, SEC, Edexcel, IGCSE etc) from the library.

Computer Terminals

There are two computer terminals in our library. Students and staff can avail themselves to the Internet. Usually students use the computers during the long break, and as such a booking service has been arranged, where they can book a terminal from the day before. There is a network from these terminals to the photocopier which enables users to print anything from the computer.



Periodicals

The library subscribes in various journals. Some of these journals are directed to students' use, such as The National Geographic, Saghtar, Crown, Bonjour, Azzurro, which are displayed on the Periodicals Shelf. The others are intended for the academic staff, such as Managing Schools, Pastoral Care, The Catechist, plus others. Through the library our students are also given the opportunity to subscribe in various magazines in different languages. These magazines they are

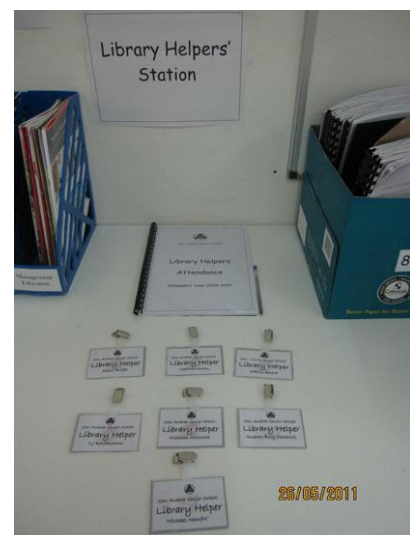
distributed by the librarian to these students to be used with their respective subjects. A copy is also provided for the teachers.

Newspaper Stand

The library provides the daily newspaper to its students and staff.

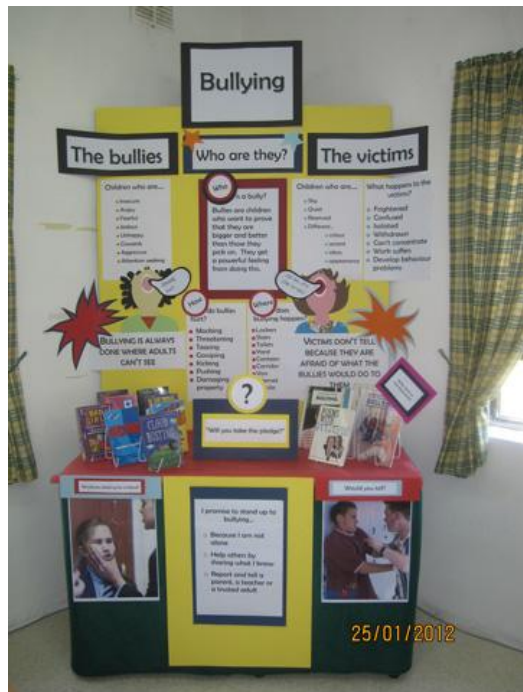
Library Helpers

Every year the librarian issues application forms for students who wish to apply as library helpers during the second break. These students are given a roster when they have to attend to their duties which include



assisting students and putting books back on the shelves.

Displays



Bullying



World Oceans Summit



200th anniversary of Charles Dickens' birth



International Women's Day

Students generally select books visually. After a class visit it's the books on display that disappear first. This is one reason why we think it is important to promote our books through various displays set up to commemorate or celebrate occasions and events throughout the year. As from the onset of each scholastic year we observe many special days through these displays. These displays also support events and activities organized throughout the school, such as **Anti-Bullying Week** and **Career Week**.

Let's Find Out More.....



This display is set up on students' proposals. Students are encouraged to suggest a subject they want to know and read more about, on a form on the notice board. This is another way of getting the students to participate in the various activities happening in their library.

Book Week and Other Activities

Book-related activities for all grades are organized every year throughout Book Week, which usually coincides with World Book Day (23rd April). Authors and illustrators are invited to the school and students are given the opportunity visit places related to books such as the University library, publishing houses etc. The **Readathon** is another established event in the school calendar. During this event all students are encouraged to read as many books as they can, and in the meantime they will be gaining points for their house



colour. The Readathon usually starts after the mid-year exams and carries on for two months.