

**COMMITTEE/SUBJECT**

**I. AIMS**

1. To support teaching and learning of teachers and students.
2. To encourage the establishment of reading habit of students.
3. To help students to become information literate: effective use of resources.
4. To encourage CPT: Collaborative Planning and Teaching.
5. To support the development of new curriculum.

**II. SITUATIONAL ANALYSIS**

**A. Strengths**

1. Good and comfortable learning environment of the library.
2. The library had been fully computerized for several years.
3. The library has provided various kinds of resources for users.
4. Good relationship with colleagues.
5. Good relationship & cooperation among library assistants.
6. More facilities will be invested to help students in learning.

**B. Weaknesses**

1. The reading habit of students still has room to be improved.
2. Students do not make full use of the library resources for learning.

**III. Committee/Subject Focus 2008-09**

Committee/Subject Focus	Address to School 08-09 Major Concern
1. <b>To provide various resource to enhance learning and teaching</b>	<ul style="list-style-type: none"> <li>● to provide good English learning resource to enhance learning through EMI.</li> <li>● to support the raise of academic performance of student</li> <li>● to prepare for the implementation of the NSS curriculum.</li> </ul>
2. <b>To strengthen the reading habit of student</b>	To pursue excellence in academic and non-academic performance

**IV. OPERATIONAL STRATEGIES**

Task/Strategy	Description	Expected Outcomes	Success Criteria/ Evaluation Method	Time Scale	Resources Required/ Budget	Person-in-charge
<b>Focus 1: To provide various resource to enhance learning and teaching</b>						
1. Provide online electronic resource	Thomson Gale Online Database, Discovery Education Streaming, Wisenews, 黃河電子圖書	50% students will use the resource	Investigate the statistic of the use of resource by related company	1 yr		Teacher Librarian (TL)
2. Increase the number of DVD/CD in the lib	buy more DVD/CD to enhance learning	20% of borrowing audio-visual material will be increased	Investigate the statistic of borrowing resource of the lib	1yr		TL
<b>Focus 2: To strengthen the reading habit of student</b>						
1. Promote reading activities	● morning reading	● Students well use the time for reading	● Questionnaire	● Sep-May	● AC,TL, Teacher	AC,TL Teachers

	<ul style="list-style-type: none"> <li>● PTU reading scheme</li> <li>● Reading week</li> <li>● Reading share by author, teachers or students</li> <li>● Book exhibition</li> <li>● Book displayed</li> <li>● ERS (chi &amp; eng subject)</li> </ul>	<ul style="list-style-type: none"> <li>● 60% students can fulfill the requirement</li> <li>● 70% of students join</li> <li>● 70% of students join the activities</li> <li>● Users can get information of new books every week.</li> <li>● Co-operate with the planning of English and Chinese teachers</li> </ul>	<ul style="list-style-type: none"> <li>● Statistic</li> <li>● Statistic &amp; questionnaire</li> <li>● Statistic</li> <li>● Oral statistic</li> <li>● Oral statistic</li> </ul>	<ul style="list-style-type: none"> <li>● Sept-May</li> <li>● Jan</li> <li>● Dec-Apr</li> <li>● Nov, Feb.</li> <li>● Regularly</li> </ul>	<ul style="list-style-type: none"> <li>● Chi. Teacher, TL,CL,LC</li> <li>● TL,CL,LC</li> <li>● Teachers, Students</li> <li>● TL,CL,LC</li> <li>● TL, CL</li> <li>● TL, Chi &amp; Eng teachers</li> </ul>	<ul style="list-style-type: none"> <li>● Chi teacher, TL</li> <li>● TL, Library Clerk(CL)</li> <li>● TL</li> <li>● TL, CL</li> <li>● TL,CL</li> <li>● TL</li> </ul>
Others						
1. Recruitment of Library Assistant (LA)	Recruit student librarians to serve in the library	Student librarians are recruited before October	35 students are recruited.	Sept		TL, CL
2. Organize the Library Committee	Organize the Library Committee to promote the activities and operation in the library.	Establish at the beginning of the term	7 members will join the committee.	Sept		TL, CL
3. Training of LA	To train the Committee members and student librarian to serve in the Library to promote quality service.	Students know the operation of the library.	Library Committee members and Library Assistants: 1. Know the operation of the library. 2. Help to promote activities of the Librarian. 3. Committee member and Student librarian had good relation. 4. Recognize their work or job duties and know the operation of library	Sept-May		TL, CL
4. Circulation	Circulation the resource of Library	Users can use library system outside school	User know to use the library system inside and outside school	Sept-May		TL
5. Catalogue	Cataloguing of library resource	Catalogue more school resources	Catalogue 100 items per month	Sept-May		TL
6. Ordering & purchasing	Order & purchase materials for library and teachers	Search valuable resource	Go to bookshop 1 times per 3 months	Sept-May		TL
7. Orientation	Introduce and help students to know and use the resource of library	Student can make use of the library resources to complete the task of worksheet design by the library	Student can use the resource of the library	Sept		TL
10 Administration	<ul style="list-style-type: none"> <li>● Produce student cards for borrowing library resource</li> </ul>	<ul style="list-style-type: none"> <li>● Student can get the student cards at mid-September</li> </ul>		Aug-Sep		<ul style="list-style-type: none"> <li>● TL, CL</li> </ul>

	<ul style="list-style-type: none"> <li>● Manage the Library Homepage and update information</li> <li>● Stock taking the resource of the library</li> </ul>	<ul style="list-style-type: none"> <li>● Upgrade the homepage regularly</li> <li>● Complete before mid-July</li> </ul>	<ul style="list-style-type: none"> <li>● User can get update information of the Library</li> </ul>	<p>Aug-Sept</p> <p>June-July</p>		<p>TL</p> <ul style="list-style-type: none"> <li>● TL, CL</li> </ul>
--	--	--	--	----------------------------------	--	--

**V. TEAM MEMBERS**

1. Lai Pak Tim
- 2.
- 3.
- 4.