

JCSRC LIBRARY

JOCKEY CLUB SARAH ROE CENTRE LIBRARY

The J.C. Sarah Roe Centre has, since 1986, housed a professional library but it was only with the establishment of a librarian position in 1993 that the facility has proven it's real worth. The library contains well over two million dollars worth of materials, for example:

✓ **BOOKS - OVER 9000 TITLES:**

- classroom materials covering all areas of the curriculum
- professional development
- EAL support materials/teaching packs
- topic work packs - communities, families, settlements
- for primary schools....selection of reading schemes including: Longman Book Project, New Cambridge Reading, Oxford Reading Tree, All Aboard, Ginn Reading 360 and more..... (for evaluation purposes)
- evaluation books, Heinemann, OUP, GINN, CUP, Nelson

✓ **VIDEOS - OVER 1300: (OVER \$1,000,000 WORTH!)**

- curriculum & professional development
- individual and cross-curriculum subjects
- all videos in VHS PAL format

✓ **COMPUTER SOFTWARE:**

- small collection available for loan suitable for Archimedes, IBM or Apple Mac

✓ **BBC SOUND EFFECTS CDs:**

- full index of sounds available in the library

✓ **A/V & COMPUTER HARDWARE INCLUDING:**

- Laptops, Polaroid camera, Audio cassette, Digital camera, Psion, Video projector

✓ **PERIODICALS / SUBSCRIPTIONS:**

- over 60 titles concerned with curriculum & professional development
- we subscribe to a number of societies in HK and abroad such as QCA, UKRA, RoSPA, etc.

✓ **ARTEFACTS:**

- History -Victorians, WWII, Toys, Invaders & Settlers
- Geography - Australia, Indonesia, Egypt, N. America
- Art - Chinese porcelain, Chinese textiles
- may be borrowed for one month - advance booking recommended

RESOURCES CATALOGUES:

- books/video/multi media & all types of equipment from publishers and suppliers, local and abroad

DfEE / HMSO / QCA:

- N.C. guidance materials etc.
- Ofsted Publications - review of inspection findings etc.

ESF PUBLICATIONS:

- school yearbooks
- curriculum group publications & INSET materials

✓ **COURSE/INSET INFORMATION:**

- (HK & abroad) and course reports

✓ = full catalogue lists are available on the internet at the Shambles website <http://www.shambles.net/>

JCSRC LIBRARY LOAN POLICY

Borrowing: Up to twelve items (inclusive of videos and artefacts) may be borrowed from the library at any one time. Books and other publications, software, CD-ROMS and artefacts may be borrowed for four weeks; videos may be borrowed for two weeks only. Backcopies of periodicals and journals may be borrowed, but current issues are held for reference only.

Renewals: If a longer loan period is required, renewals can be made in person, or by fax, phone or e-mail provided another member of staff is not waiting to borrow the item(s).

Reservations: Resources can be reserved by staff and a recall notice will be sent to the borrower, but this is reliant on staff members returning the resources they have borrowed promptly.

Overdue resources: Overdue reminders are sent regularly. Resources outstanding for more than two school terms will be considered lost, and an invoice will be issued.

Lost/damaged resources: Lost or damaged resources must be replaced and invoices for such will be directed to the borrower (and copied to the school principal). Lists of current loans are also sent to school principals towards the end of each term, so that they may ensure that staff who are leaving ESF return any borrowed materials, and so avoid the situation where schools are billed for unreturned items.

OTHER SERVICES

OVERSEAS SCHOOLS:

The Reference section of the library contains information on International Schools worldwide, particularly useful for children of ESF parents who are leaving Hong Kong.

UNIVERSITY OF HONG KONG LIBRARY:

The JCSRC Library has a reader's ticket for The University of Hong Kong Libraries. The ticket allows access to the HKU Libraries' facilities - but without borrowing privileges - and may be used by ESF staff. It is advisable to book the ticket in advance to avoid disappointment.

BRITISH COUNCIL LIBRARY:

Corporate membership of the British Council Library is presently HK\$4,500 per annum (for four borrower cards, with additional cards available at \$700 each). Currently, five ESF schools enjoy a 'shared' corporate membership which entitles them to one user card per school with full access and borrowing privileges. This arrangement was set up at the JCSRC in order to make access to the BCL more affordable to schools. Should other schools wish to join the scheme, they should contact the JCSRC Librarian for details.

ONLINE LIBRARY

All of the resources in the JCSRC library can be searched online through an internet webpage interface into "Alice", the library database being used in the Centre (and throughout ESF schools).

As well as straight text searches of the database users can also click on the "artefacts" link on the library web page and see pictures of the resources in the different boxes that are available for schools to use.

LIP CENTRE

The JCSRC is an authorised "Longman In Partnership" centre which means all of the software they publish is available for review but on the Centre machines only.



COPYRIGHT

Whether video, audio, computer or paper-based, most of the resources in the Centre are protected by copyright. Some copyright-free materials are available - if in doubt, consult the librarian..or the comprehensive copyright guidelines that are available in the library.

The complete Copyright Ordinance is available online at: <http://www.justice.gov.hk/home.htm> (Cap 528) and guidelines to its interpretation and use - in downloadable. pdf format - can be found at: <http://www.info.gov.hk/ipd/>

For further advice on all aspects of copyright - including registration and licensing, contact the Hong Kong Reprographics Rights Licensing Society (HKRRLS) at: hkrrls@hutchcity.com or visit their web site: <http://www.ifro.org/members/hkrrls.html>

If you have any recommendations for new resources, books or videos then please send them to the librarian.

Louise Kay.
<lkay@esf.edu.hk>

J.C.SARAH ROE CENTRE REPROGRAPHICS

The professional support available from the J.C.S.R.C. has never put a high emphasis on reprographics and publishing facilities..... the philosophy being that these facilities should be immediately available in schools themselves.

Equipment available is the basics to support Centre-based INSET and the cross-school curriculum groups. These include plain-paper photocopiers (which will also take O.H.P. plastic); A4 laminator; ring and strip binders; VHS to VHS video copying; a selection of computers and a 'poster-maker'.

A few consumable items are also available, mainly for use in the Centre, such as blank video and audio tapes, computer disks, OHP transparencies, card/paper etc.

Items used in the Centre should be signed for in the folders kept in the reprographics room. Schools are charged termly. Most curriculum group reprographics expenses are covered centrally.

