# Timeline for H.E.S. Library Reference Service Improvement Plan

## September

**1st meeting**

Develop plan & present to school admin. Request that a SLLC committee be established & include TL, admin., 2 teachers, & 1 HPAC. Schedule meetings & present plan at A.O. Meeting.

### October-November

TL to weed dated reference materials using data collected from Follett-Destiny and based on the M.U.S.T.I.E principles. Remove items from catalogue.

## December

**2nd meeting**

Meet with SLLC committee to update on deselected items & to formulate staff survey to collate subject areas of interest in inquiry-based research topics. Discuss preliminary budget. Set date to review data.

### January - February

**3rd meeting**

Review survey data with SLLC team & streamline areas of interest from staff survey. TL to use data to research & curate list of reference sources for acquisition. TL to research reference sources from approved vendors for K-7, ELL, LST students.

## March

**4th meeting**

TL to present desired resources and cost to SLLC for approval. Discuss potential obstacles to requests such as budget, space in the library, time for implementation of lessons with divisions. Possible HPAC fundraising endeavors to raise funds for evolution of reference collection.

### April - May

**5th meeting**

TL to place orders and update staff at A.O. meeting. TL will create digital sign-up schedule for staff who would like to collaborate on inquiry-research lessons/projects. TL to offer "lunch n' learn" workshops for staff on how to use the BC Digital Classroom for inquiry lessons. Admin. to formulate community newsletter with team input on latest developments re: improvement plan.

## June

**6th meeting**

Committee agree to meet the following school year to survey staff feedback on improvements, review FSAs, and discuss any changes to the improvement plan. Estimated timeline for improvement plan: 1st year: 9 months; 2nd year: full year implementation with reference resources - 10 months.