










WORKING TOGETHER: the importance of collaboration between the TAFE library and TAFE teachers



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Setting the scene

Our largest College is located in Ultimo, near the Sydney city centre; there are also colleges in Enmore, Petersham, Redfern, Randwick, Kogarah (St George), and two campuses in Sutherland.

 <p>About our colleges</p> <p>Our colleges specialise in study areas aligned with the work skill needs of local industry, and are proud to be an integral part of our local communities.</p>	 <p>Design Centre Enmore</p> <p>The Design Centre Enmore is Sydney TAFE's creative hub, home to many of Australia's best-known design courses.</p>	 <p>Eora</p> <p>Eora College is small, friendly college welcoming the Aboriginal and Torres Strait Islander community and others.</p>
 <p>Petersham</p> <p>Petersham College is Sydney TAFE's inner-west gem.</p>	 <p>Randwick</p> <p>Randwick College is Sydney TAFE's eastern suburbs hub.</p>	 <p>St George</p> <p>St George College serves the community from Kogarah to southern Sydney and beyond.</p>
 <p>Sutherland — Gymer</p> <p>Gymer Campus is a community-focused college proudly serving Sydney's south.</p>	 <p>Sutherland — Loftus</p> <p>Loftus Campus is a community-focused college proudly serving Sydney's south.</p>	 <p>Ultimo</p> <p>City life. City atmosphere. City college. Ultimo College is in the heart of the action.</p>

TAFE NSW

10 institutes

107 libraries

Sydney TAFE

9 libraries

69,251 students (11.9% of NSW enrolments)

16.9% - Diploma or above

40% Cert III & IV

10.2% apprentices & trainees

3.9% International students

Plus commercial courses

Source: [Sydney TAFE facts and figures](#) (2013)

Setting the scene

From career counselling, to learning support, child care and disability support, Sydney TAFE offers a broad range of student support services to help you every step of the way.



Specialised services



- Disability and accessibility
- Aboriginal students
- International students
- Under 17 students
- Outreach needs
- Multicultural support
- Child care
- Personal counselling needs

39.4% students ESL

9.6% disabilities

30.1% combine work
and study

This highlights the importance of the support services
offered by TAFE

Libraries

“The most commonly accessed support service is the library”

Source: [Let's talk about TAFE](#) (2013)



Using the library

We offer online databases, eResources, research guides, orientation tours, workshops and facilities.



Course research guides

Course research guides provide easy access to course specific resources in a range of subjects.



Find resources

Access books, eBooks, journal articles, newspapers, magazines, multimedia resources and streamed videos.



Facilities

The library provides study spaces, computers and photocopiers/printers for your convenience.



Services

We offer orientation tours and a number of workshops for groups and individuals.

Library online



Find course research guides

[Course research guides](#) are developed by our librarians to help you identify and access quality resources for your assessments and studies — also see past exam papers.



Find professional resources

[Professional resources](#) include library-subscribed journals, standards, eBooks, videos, newspapers and multimedia items — search the TAFE NSW Library Catalogue and databases for these resources.

Smart and Skilled 2015

Smart and Skilled is a reform of the NSW vocational education and training system

Funding for teaching sections will be based on student enrolments and the retention rates of students

Increases in students fees, e.g. Diploma Library & Information Studies costed at \$9,380

Source: [Smart and Skilled](#)

Background, or where it all started

Library liaison between LIS section and Sydney TAFE libraries includes:

- Collection development
- Alerting LIS staff of new resources
- Engaging with industry
- Use of the library's physical and virtual space

A quest for more information ...

1. The literature search

- TAFE libraries and services for students and teachers
- Collaboration between library and teaching staff in academic libraries (extended to university libraries)

2. “Conversations” with TAFE teachers and Library Managers

Highlights from the literature search

- Higher education courses and TAFE
- Information literacy programs
- Embedding the library in courses of study via the Library Management System (LMS)
- Retention of students and the role of the library
- Librarian as consultant and educator

Findings – the Library perspective

- Strong relationships between the library, teachers and other campus staff
- All libraries assign Liaison Librarians to teaching sections / faculties
- Teaching sections participate in collection development – in particular the resource selection
- Librarians retain the responsibility for updating Course guides. While teacher input is encouraged very few teachers did contribute

CourseGuides

Management & Marketing (St George TAFE)

[Library](#) » [CampusGuides](#) » [St George College Course Research Guides](#) » [Admin Sign In](#)

Management & Marketing @ St George

This guide provides easy access to information to students of Management & Marketing. As well as details about library resources, it contains links to external sources and information about how to complete assignments and assessments.

[Books, DVDs & more](#) [Journals & databases](#) [Websites](#) [Research & writing](#) [Referencing & plagiarism](#) [Podcasts, videos & RSS feeds](#)

[Federation University Australia](#) [Auditing eReserve](#) [CertIV in Frontline management eReserve](#) [Microbusiness eReserve](#)

[17831 Dip. of Management \(Flexible\)](#)

Subject Searches

Click on the subjects below to view items held by TAFENSW libraries.

Limit to ST GEORGE to only see items of St George College Library.

Use subheadings to lead to more specific results (eg. Management - Australia).

Advertising	659.1
Business communication	658.45

Search Library Catalogue

Choose your library:

Enter your search term(s):

Limit search to: ☒ My library ☐ Sydney Institute ☐ All TAFE

then click on

[Comments \(0\)](#)

Renew My Library Items

TAFECard barcode:

PIN:

[Comments \(0\)](#)

Inter Library Loans request

If another TAFE NSW library has a copy of a resource that St George library does not hold, we may be able

[eBooks for St George staff and students](#)

Students can link directly to relevant articles in library databases

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Bernadette Coppock

Click on the links to the documents below. Enter your DEC user name and password to access the resources

Articles

[ACCC report identifies widespread use of unfair terms in standard form contracts](#)

[ADR, public interest law and access to justice: the need for vigilance](#)

[Australia - Telecom complaints drop year-on-year](#)

[Coordination and competition in small business policy: a comparative analysis of Australia and Denmark](#)

[Don't blame it on the sunshine: ACCC takes action against solar panel suppliers for false and misleading representations](#)

[Foundations of Australian law, 3d ed.](#)

[Gender differences in home-based business ownership](#)

[Home-based business owners in the aesthetics industry in Puerto Rico](#)

[Home-based business policy and return on investment for the community](#)

About us



St George College Library

Contact Info
Building B

Information literacy i-lectures

Information Literacy - watch how to...

Information literacy can be defined as a set of skills used to find and use information effectively.

Watch our [Information Literacy Introduction](#) iLecture.



7 Steps to Information Literacy:

1. **Plan** - what sort of information do you need, how much and how deep it should be?

Watch our [Plan](#) iLecture.



See what college students say about [procrastination](#) at the start of the research process and the [frustrations](#) that they come across.

2. **Locate** - where can you find information, what kind of resources do you need?

Watch our [What resources should I use](#), [What resources should I use?](#), [basic catalogue searching](#) and [databases](#) iLecture.



Don't know where to start? Watch this video on [strategies](#) that others try. Before you can start your searching you need to know in what [context](#) the teacher wants the topic covered.

3. **Search** - how can you search for information, what skills and searching tools do you need?

Watch our [Effective searching](#), [Internet Searching](#), [Google Advanced part1](#),

Concerns expressed by Library Managers ...

- Teaching staff are not utilising specialist skills of the library staff, e.g. research & technology skills
- Training sessions for teachers have low participation rates
- A decrease in the number of class groups brought to the library for tours and information literacy skills sessions
- A library “presence” on Moodle courses is often non-existent, and at the best inconsistent

Findings – the Teacher perspective

“The library is an integral part in the accreditation process for higher education courses, a reduction in services or resources could mean the loss of accreditation for HE courses.”

Findings – the Teacher perspective

“Commercial business customers have high expectations and consequently a high demand on the library services and resources ... placing higher pressure on the library services as these students expect a quality library service.”

Findings – the Teacher perspective

“With the increasing number of courses being delivered online students require 24/7 access to library resources and training this can be achieved by providing links to the library on Moodle.”

“... the library is vital in achieving higher course completion, customer satisfaction and allows teachers to be well resourced and deliver material flexibly.”

Findings – the Teacher perspective

A changing role for the library, expanding to include:

“value added services to capture a new audience from non-teaching TAFE staff as they increasingly require tailored research and the production of bibliographies to promote and facilitate commercial needs and ‘win’ training.”

Bringing it all together

- Will the increased cost of courses be a deterrent for students?
- Will there be a change in the expectations of students to services available to them to support their learning?
- How will the new funding model impact on teaching and learning resources and TAFE support services like the library?

Bringing it all together

Student access to support services, like the library are linked to student retention and completion rates. Therefore it is important to:

- Increase student awareness of the value of the library for successful study

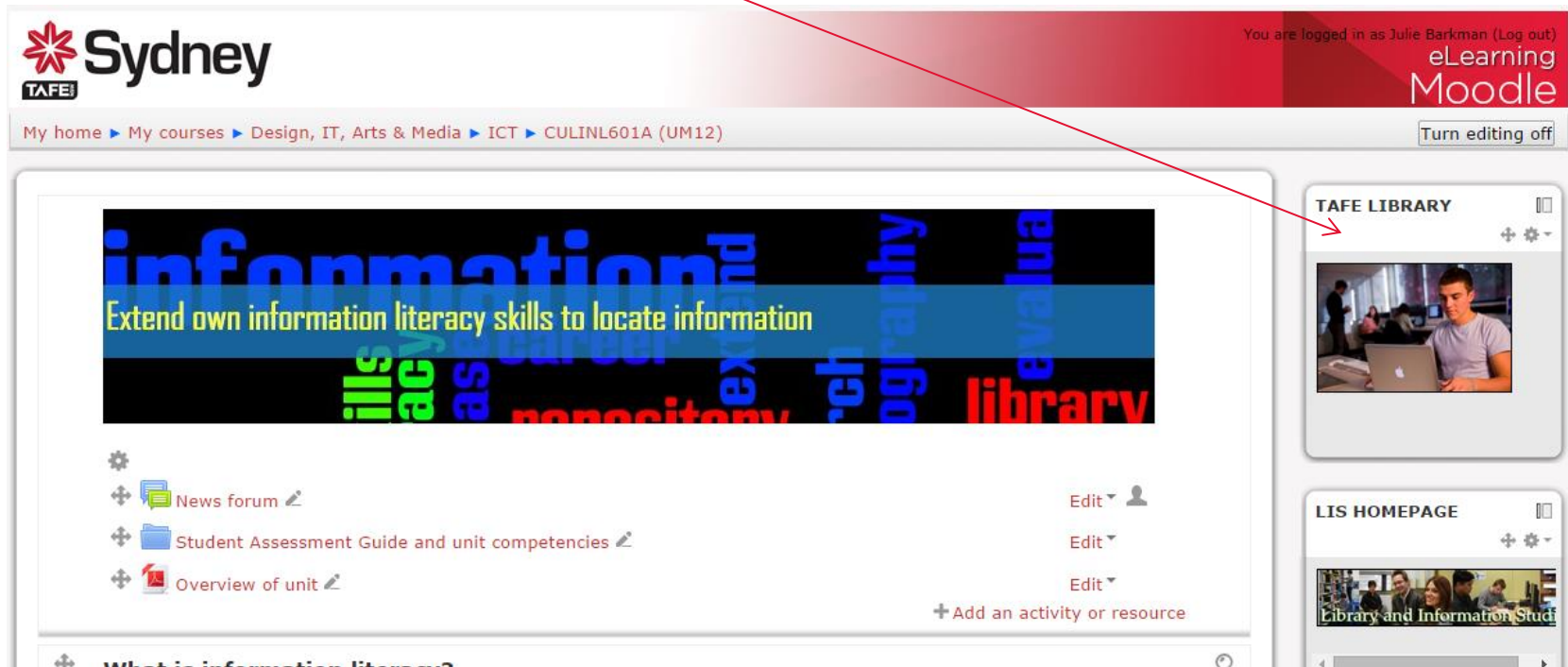
- Increase the visibility of the library to students – teachers to promote the library as an integral part of the teaching and learning process

Where to next?

Library and teaching staff to work collaboratively in the following areas:

- if teachers cannot afford the time to take students to the library, take the library to the classroom (roving librarian model)
- create “tailored” information literacy skills tutorials to suit the content and level of study
- embed the library in the LMS – links to CourseGuides, library resources and the library catalogue – making the library only “one click” away

Embedding the library in the LMS



The screenshot displays the Sydney TAFE Moodle LMS interface. At the top, the Sydney TAFE logo is on the left, and the user is logged in as Julie Barkman with options to log out or access eLearning Moodle. The breadcrumb trail shows the path: My home > My courses > Design, IT, Arts & Media > ICT > CULINL601A (UM12). A 'Turn editing off' button is visible.

The main content area features a large banner with the word 'information' in large blue letters. Below it, the text reads: 'Extend own information literacy skills to locate information'. The banner also includes the words 'skills', 'agency', 'repository', 'technology', and 'library' in various colors and orientations.

Below the banner, there are three links with icons: 'News forum', 'Student Assessment Guide and unit competencies', and 'Overview of unit'. Each link has an 'Edit' button and a user icon. At the bottom of this section is a '+ Add an activity or resource' button.

On the right sidebar, there are two widgets. The top widget is titled 'TAFE LIBRARY' and contains a photo of a student working on a laptop. The bottom widget is titled 'LIS HOMEPAGE' and contains a photo of a group of students.

A red arrow points from the title 'Embedding the library in the LMS' to the 'TAFE LIBRARY' widget in the sidebar.

Where to next?

- Teachers to utilise the research skills and knowledge of library staff to provide access to relevant resources
- Subject liaison librarians and teaching staff working together to develop CourseGuides relevant to specific units of study
- Library staff become proactive in promoting library resources and services to the teachers and students

In conclusion

As a teacher and a librarian, it is difficult to imagine how it would be possible to develop and deliver teaching and learning materials without access to the physical and online resources available through the TAFE library.

It is also difficult to imagine what it would be like without this close working relationship with the library staff.

Extending this collaboration to include:

- course research guides

- information and digital literacy skills tutorials

- embed the library into all Moodle courses / units to ensure students can easily access library services and resources

And ultimately by working closely with library and other teaching staff, develop examples of “best practice” in this area (of course this could involve further research)

Ultimo TAFE library

