The LRC website has lots of great resources for students including direct access to the catalogue and databases, research help and referencing tools. As a teacher you might find the website useful for browsing new books, accessing databases such as New Scientist online, browsing teacher reference books, and seeing the latest library news.

LRC Online Databases Available @ Home and School

- Australia/New Zealand Reference Centre - provides full-text national and international newspaper & periodical articles
- The Age Archive
- Australia/New Zealand Points of View
- Encyclopaedia Britannica Online
- Oxford English Dictionary Online
- Oxford Music Online
- Oxford Linguistics
- Online New Scientist magazine

Access the LRC Online Databases via the LRC website.

Audio/Visual Equipment

- Digital Still cameras / tripods
- HD Video cameras and Flip video cameras
- DVD/Blu Ray Player
- Virtual Reality (VR) cardboard headsets
- Apple chargers/ adaptors for IWB connection
- Voice recorders/mp3 players
- Computer Speakers / iPod speakers / CD players
- AV Lounge - has a media Desktop Computer, Apple Mac computer, DVD and Video player, digital editing suite, Podcasting and Vodcasting equipment.

This equipment is available for use within the school only. If you require assistance operating equipment, please make a time with a staff member before you intend using it.

N.B: If you require equipment out of school hours you will need to get a form from the LRC and have it signed by an Assistant Principal.

Online Bookings of LRC Resources

LRC spaces, IT equipment and AV equipment must be booked prior to being borrowed. Bookings can be made online through Compass under the ‘9 square’ tab, then ‘Resource bookings’. Select from categories:

- LRC A.V. Equipment – cameras, headphones, voice recorders, etc.
- LRC Spaces – AV Lounge, Picnic Rugs, Student Conference room
- LRC I.T. Equipment – Hard drives, iPads, Notebooks, etc.

If you wish students to pick up equipment for you, ensure you write a note for them to give to the LRC staff. You can book the class reading Space by doing a regular room swap on Compass and selecting ‘Library’.

Spaces in the LRC

The LRC has various areas to suit students’ needs:

- Student Conference Room
- AV Lounge
- Silent Work Area
- Class reading space
- Study-free table with activities / Makerspace
- Picnic rugs – Class sets for outdoor teaching

Computers & Hardware

- 16 Desktop computers in LRC
- Notebooks / Chromebooks (student use only)
- iPads (teachers and students)
- 16 iPads as 2 class sets of 8 (teachers may borrow)
- 1 media computer in AV Lounge
- 1 Apple Mac computer in AV Lounge
- 25 Desktop computers in L101
- 1 Black & White printer
- A4 /A3 Laminator
- An Electric binder / manual binder
- 2 Colour/B&W Photocopiers/Scanner/Printers (for student use)
The Collection

The Learning Resource Center has over 5000 fiction books, including young adult, fantasy and sci-fi novels, literary classics and contemporary bestsellers and prize-winners. There are almost 3000 books in its VCE collection, including all the major studyguides—Points, Atar Notes, and NEAP— for Year 11 and 12 students. These resources are very popular and as such are only available on a 3 night loan basis. The LRC has over 10,000 non-fiction and biography books, with a focus on books that empower women and value diversity.

Student use of the LRC

Students in Year 11 and 12 may use the LRC during study periods. Year 9 and 10 students may be sent by their teachers but please send no more than 6 girls at any one time. Passes are not required but please instruct them to make themselves known to the staff member on desk so they can assist them. Students are not allowed to borrow with overdue books. Overdue notices are circulated every week via e-mail.

Staff Borrowing

Teachers may borrow up to 30 books. Teacher loan periods last for 4 weeks, with the exception of the VCE Collection (VR). The VR resources are in high demand and available on a 3 night loan basis. You will receive periodical loan lists with outstanding titles that are requested to be returned.

Holiday Borrowing

The LRC have a staff party before the Easter holiday, including a staff Easter egg hunt.

Newspapers

The LRC subscribes to The Age, The Herald-Sun and The Australian. Back copies are kept for 1 month. Digital copies of The Age can be accessed via the databases on our LRC website.

Catalogue

The LRC OPAC (Online Public Access Catalogue) is in the cloud and can be accessed at any time via the LRC website library.macrob.vic.edu.au.

The catalogue includes printed materials, digital materials as well as ClickView resources.

Prefixes Found on the Catalogue

- TR - Teacher Reference: these books are housed in the faculty storerooms (only visible to staff upon logging into the OPAC)
- TRG - General Teacher Reference: held in the LRC
- VR - VCE resources (3 night loan) Red dot on books
- F - Fiction Adult, Young Adult, Graphic Novels, Picture books
- B - Biography
- R - Reference (Not for loan)
- NF - Non-fiction
- FR - French, GE - German, IN - Indonesian & JA Japanese: indicates books written in these languages
- CS - Class Sets: housed in faculty storeroom
- VI - Video & DV - DVD: only for use in AV lounge
- SO - Sound Recordings, CD’s &SB sound books
- CV - ClickView Videos
- MA - Magazines

Note: Each faculty order their own Teacher References & Class Sets. The LRC process and catalogues these resources before returning them to the Faculty.

Digital & Information Literacy Program

All year 9 students attend a one day intensive information and digital literacy program at the beginning of the year. We ask teachers to support this program by embedding the information literacy process in assignments set for students.

The LRC staff can assist teachers with this process. We are also available to give further sessions to your classes which cover research skills, internet searching, and searching online databases such as Australia/New Zealand Reference Centre. If you wish LRC staff to deliver sessions, please give us a week’s notice and a copy of the assignment.

Resources for Assignments

We can assist your students to identify a variety of resources for assignments. You may either send students to the library with a note requesting research help or a member of the LRC team can assist with planning.

Staff Suggestions & New Resources

New resources are on display in the LRC. If you wish the LRC to purchase a new resource to support your curriculum, please follow the ‘Request a Book’ link on the front page of the LRC website.

Literacy and Reading

The LRC runs the Premiers’ Reading Challenge (PRC) in Semester One at a whole year level (9). The students are challenged to read as many books as they can from an approved reading list. We also have an LRC visiting author program during the year. Stay tuned for authors and dates.

Recreation in the LRC

Students’ recreational needs are catered for with daily words puzzles, magnetic poetry, chess table, games, promotions, and art activities. We have a study free table available with activities. There is also a wide variety of academic and non-academic journals and magazines in a variety of student and curriculum interest areas. A class set of picnic rugs is also available for teachers or students to borrow.

ClickView

ClickView is an online video library which is available on all computers in the school and at home. ClickView enables you to watch videos on any computer in the school, and to show them via the Interactive Whiteboards. Your username is your MacRob gmail and your password is created by you. For any help setting up or managing Clickview please ask the IT staff.