



LETTER CIRCULAR

Date: 6th November 2020

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To: All Heads of College Network and Heads of State Middle and Secondary Schools

From: David Muscat, CEO, National Literacy Agency

Subject: Guidelines for making use of the School Library

This circular applies only for Middle and Secondary State School Libraries making use of the Malta Libraries catalogue.

In the current pandemic situation, the National Literacy Agency is recommending the following:

- 1) Teachers and students are not to browse through the books in their school library, but they are requested to search for the books from the catalogue provided in the link below.
- 2) Reserve the books they wish to borrow by sending their names, surnames, ID card numbers and the details of the desired books/resources by email to the teacher-librarians at school.
- 3) The teacher-librarians are to search for and process the requested books beforehand and both the teachers and the students can pick them up from the school library when and as indicated by the teacher-librarians.
- 4) When visiting the school library, teachers and students are requested to always wear a mask, rub their hands with an alcohol-based sanitiser and leave their details with the teacher-librarians for potential contact tracing. Teachers and students are to keep the distance of 2 metres from each other and not to stay for longer than 10 minutes in the library.

Instructions on how to search for library books from the catalogue

To search the school library catalogue from the Malta Libraries website one needs to follow these steps to obtain the best results:

Step 1.

Search for the Malta Libraries website from your preferred internet browser ('Chrome' or 'Edge' work better) from the link <https://maltalibraries.gov.mt>.

Step 2.

From the homepage scroll down to **Search the Public Libraries Catalogue** (indicated in a red circle in the example below). Insert your search terms and click **Search**.

The screenshot shows the Malta Libraries website homepage. On the left, there is a sidebar with 'FAQs' and 'Libraries Information and Opening Hours'. The main content area features a search bar for 'Search the Public Libraries Catalogue' with a red circle around it, and another search bar for 'Search the National Library Catalogue'. Below the search bars are buttons for 'National Library of Malta', 'Central Public Library, Floriana', 'National Library (Gozo)', and 'Gozo Central Public Library, Victoria'. On the right, there is a 'DigiVault' section and a 'Reading Sessions in Care Homes' section with a photo of elderly people reading.



Step 3.

The search results are taken from the Central Public Library, the Regional libraries, and the Branch libraries. The school library catalogue is featured with the Branch libraries.

Step 4.

To see titles from a specific library, one needs to restrict the search results by choosing the target school/library. This can be done from the right-hand side panel where there is a dropdown list called **Location**.

The screenshot shows the search results for 'Roald Dahl' on the Malta Libraries website. The page title is 'Malta Libraries - Search result for text: Roald Dahl'. It indicates 1-10 results from a total of 142. The first result is 'Matilda' by Escott, John, with a note that it is available in several versions: 1 in Adult fiction BK, 18 in Junior fiction BK, and 19 in total. The second result is 'The Laureate's party : fifty favourite books chosen by the first Children's Laureate 2000' by Blake, Quentin, with 1 or more copies available. On the right, the 'Options' panel shows a search screen, a dropdown for 'Sort by: Author [A - Z]', and checkboxes for 'Show selected records', 'Add selection to temporary list', 'Print', and 'Send by email'. The 'Restrictions' panel shows a dropdown for 'Location' with a list of libraries and their respective record counts, including 'Attard branch library (49)', 'Birkirkara regional library (62)', and 'Litteracy Resource Centre Library (11)'. The 'Litteracy Resource Centre Library (11)' is circled in red.

Step 5.

If the school library is not on the initial list, click on **...more...**

Step 6.

Once the target school library appears, it should show the name of the school and the number of records with book titles that contain the search term.

This screenshot shows the same search results as Step 4, but with the 'Location' dropdown expanded to show a list of libraries. The 'Litteracy Resource Centre Library (11)' is circled in red. Other libraries listed include Gozo College Victoria Primary School Library (7), Gudja branch library (33), Gzira branch library (21), Hamrun branch library (27), Isla branch library (9), Kalkara branch library (21), Kerchem branch library (17), Kirkop branch library (26), Luqa regional library (33), Malta Visual Performing Arts School Library (15), Maria Regina College Middle School Library (60), Maria Regina College Mosta Secondary School Library (20), Maria Regina College Zokrija Secondary School Library (16), Marsaxsala branch library (60), Marsaxlokk branch library (32), Mellieha branch library (45), and Mgarr Malta Branch Library (23).



Step 7.

For each title heading on the left-hand side, there can be more than one version of a title. Click on it to see more information. The item in the example below indicates that two copies are available for loan as indicated within the circle.

Charlie and the chocolate factory / 2014.
Dahl, Roald; Blake, Quentin.
Buckel, Charlie (Fictitious character) Juvenile fiction. Children's stories.
Originally published: George Allen & Unwin, 1967. Reissued with 50th anniversary golden cover" -- on t.p. verso.

Various editions of this work exist
 > Junior fiction BK : 29
 > Junior picture BK : 1
 > All versions : 30

Shelfmarks
 LITERACY RESOURCE CENTRE LIBRARY : JF JUNIOR FICTION No items currently available for loan
 LITERACY RESOURCE CENTRE LIBRARY : TR 823.92 1 or more copies available

Extended record data
 Title Charlie and the chocolate factory /
 Author Dahl, Roald; Blake, Quentin.
 Imprint London : Puffin, 2014.
 Note Originally published: George Allen & Unwin, 1967. ZZZReissued with 50th anniversary golden cover" -- on t.p. verso.
 ISBN 9780141346458 (pbk.)
 Contains Originally published: George Allen & Unwin, 1967. Reissued with 50th anniversary golden cover" -- on t.p. verso.

Item details

Shelfmark	Availability	Last return date	Reservations
Literacy Resource Centre Library JF JUNIOR FICTION	05/11/2020		0
Literacy Resource Centre Library TR 823.92	-	24/09/2020	0
Literacy Resource Centre Library TR 823.92	-		0

The National Literacy Agency recommends that in the current situation no reading, studying or homework are carried out in the library space. Windows and doors have to be kept open while the library is in use and the louvers of the air-conditioning are to be kept pointing upwards. The hand sanitiser has to be used before entering the library by every visitor, face masks are to be used all the time, and visitors need to keep the suggested 2 metres between each other.

Teacher-librarians are instructed to not touch the returned books. Returned books are to be placed by their borrowers on a trolley or a table or in a box prepared beforehand for this purpose. Teacher-librarians can check-in the books from the system after 48 hours.

For further details contact Mr Mark Camilleri, Senior Manager of the Literacy and Information Support Unit (LISU) at the National Literacy Agency by calling 2598 3302 or by email mark.camilleri.6@ilearn.edu.mt.

Thank you for your cooperation.

Directorate for Learning and Assessment Programmes