

The Healey Library
At
Saint Raphael Academy



Three Year Library Technology Plan
2012 – 2015

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(I) School Profile

Founded by the Christian Brothers in 1922, St. Raphael Academy is a private high school located in Pawtucket, Rhode Island. The school is comprised of several academic and co-curricular buildings along a stretch of Walcott Street in the historic Quality Hill section of the city. It is coed and Roman Catholic affiliated, serving 362 students from Rhode Island and Southeastern Massachusetts in grades 9-12.

(II) Saint Raphael Academy Mission Statement

Saint Raphael Academy is a Catholic, coeducational, college preparatory school founded in the tradition of Saint John Baptist de La Salle and rooted in the Gospel of Jesus Christ.

The Academy welcomes a student body that is academically, economically, and culturally diverse. Through its commitment to Christian values, the Academy strives for excellence in all programs for the spiritual, academic, cultural, and physical development of each student. Saint Raphael Academy seeks to provide a safe environment that places priority on mutual respect as well as self-discipline. The Academy prepares each student for a life dedicated to learning, leadership, and service to the Church and community.

(III) Healey Library Mission Statement

The St. Raphael Academy Library seeks to enrich and support the educational objectives of the Academy and its programs. Its staff selects, organizes, and maintains materials that serve the informational needs of its students and teachers. The Saints media collection represents the school's Catholic Christian philosophy and values. The librarian will provide instructional use of these materials when desired or considered necessary.

(IV) Current State of the Library

The Healey Library Media Center serves all members of the SAINTS community, including students, faculty, staff, alumni and friends of Saint Raphael Academy. Materials are selected to primarily to support the curriculum, but the library collection includes books, magazines and electronic information of a more general interest as well.

(1) Teaching and Learning

The library is designed to serve a culturally and intellectually diverse student body. Students are given the research and technological tools they need to complete assignments and projects to the best of their ability. The collection spans the curriculum and is widely utilized. Furthermore, Academy resources are in line with resources utilized

by secondary schools across Rhode Island. Our collection is linked to schools through RILINK, and we are an active participant in resource sharing and Interlibrary Loan.

(2) Access and Delivery

a. Facilities

The library space is adequate to service the needs of our students and visitors. The library includes ample seating, a computer lab, an instructional classroom, and a multimedia studio for audio and audio/visual production. The librarian is an active member of the Academy information task force, and a written library plan, fair use policies and a technology plan are all in place.

b. Technology Access

Resource availability at Saint Raphael is adequate and aligned with the instructional goals of the institution. Students, faculty and staff can access information at any of 18 library computers linked to the online public access catalog (OPAC), research databases and the Internet. These tools are accessible in every classroom, both Academy computing labs, and any off-campus computer with Internet access. Students, faculty and staff make use of Academy computers and the multi-media studio for curricular and co-curricular projects on a regular basis.

c. Collection

The collection is constantly being evaluated and updated, growing to fit the needs of the school.

i. Print Titles

Materials are selected primarily to support all areas of the curriculum, but also to promote a love of reading and information literacy. The collection consists of approximately 11,000 items, including reference materials, fiction, and nonfiction books, videos, and DVDs.

ii. Print Periodicals

The library has subscriptions to 4 newspapers (*Providence Journal*, *Pawtucket Times*, *Valley Breeze* and *Rhode Island Catholic*) and 12 periodicals (*American Heritage*, *A/V Technology*, *Discover*, *National Geographic*, *New York Times Upfront*, *Newsweek*, *Road and Track*, *Scientific American*, *Smithsonian*, *Sports Illustrated*, *Technology and Learning* and *Time*).

iii. The Lincoln Room

Saint Raphael proudly houses the MacDougald family Lincoln collection. Preserved in a small room adjacent to the library, the collection includes over 700 books, archival records and digitized materials on the life and times of President Abraham Lincoln. The room is opened to library patrons by request.

(V) Three Year Technology Plan, 2012-2015

The technology objectives for the Healey Library are in line with the following Institutional Objectives set forth in the Academy three year Technology Plan:

- *Student Learning:* To enhance the academic and social performance of our students through the increased use of technology in the classroom and beyond.
- *Teacher Learning:* To improve the technology skills of teachers by providing a variety of professional development opportunities.
- *Hardware & Software:* To provide additional hardware and software sufficient to meet our institutional technology goals and to insure that our technology remains current.
- *Budget:* To acquire sufficient funding to support the acquisition and maintenance of new technology.
- *Evaluation:* To develop and implement various assessment tools for the evaluation of our technology program.

(A) Current Technological Assessment

Infrastructure

The Saint Raphael Academy Library is part of the Academy's Windows Server 2003 Active Directory network. It is linked to all classrooms on campus via a six strand fiber line that connects the East building with the main West campus and a 6 strand connecting the Health and Wellness Center. Internal wiring to the library is CAT 5 and is connected through 10/100 switches, transceivers, and a Cisco router. Our Internet connection provided by RINet is a T1 line, 1.54Mbs.

Public Terminals

Hardware

Eighteen desktops (eight networked PCs and ten thin clients)
One Lexmark networked printer
One Imagistics im6020 digital copier/printers.
One Mitsubishi SL 1U video projector
8 HP 259 Headsets (w/ microphones)

Software

Desktop operating systems are Windows XP SP2.
Microsoft Office 2007 Professional.
Follett – Library resources.
Adobe Creative Suite.
Audacity audio recording software
Symantec Endpoint Security Anti-virus.
Internet filtering through RINET.
E-mail accounts hosted in-house on Exchange Server 2003.
Web site hosted internally.

Media Studio

Hardware:

One network desktop with Windows XP SP2 operating system
One Daewood 12" TV
One Sylvania 19 Micron VHS player
One Sony audio cassette deck
One Panasonic DVD-F65 5 disc DVD player
One Pioneer DVR 520H DVD recorder/player
One Kenwood 5 disk CD player
One Sony STR-DE185 Stereo receiver
Two Sony DCR TRV 19 Camcorders

Software:

Windows XP SP2 operating system.
Microsoft Office 2007 Professional.
Follett – Library resources.
Internet Explorer 8.0
Adobe Creative Suite.
Symantec Endpoint Security Anti-virus.
Internet filtering through RINET.
Adobe Creative Suite.
Symantec Endpoint Security Anti-virus.
Sony Vega Movie Studio Suite
Serif Studio Suite
Reaper Multi-track audio software
Audiograbber
Goldwave
Real Player 15
Smartwave Converter

Library Director's Office

Hardware:

One network desktop with Windows XP SP2 operating system

Software:

Follett – Library resources.
Administrator's Plus – School administrative software.
GradeQuick – Grade book software.
Symantec Endpoint Security Anti-virus.
Internet filtering through RINET.
E-mail accounts hosted in-house on Exchange Server 2003.
Windows XP SP2 desktop operating system.
Microsoft Office 2007 Professional.

Electronic Classroom

Hardware:

One network desktop with Windows XP SP2 operating system
One Samsung Video Projector
One Smartboard.
One Samsung DVD/VHS Player

Software:

Windows XP SP2 desktop operating system.
Follett – Library resources.
Symantec Endpoint Security Anti-virus.
Internet filtering through RINET.
Microsoft Office 2007 Professional.
Sony Vega Movie Studio Suite
Internet Explorer 8.0

(2) Current Use Assessment

The Healey Library is an active center for research and learning at St. Raphael Academy. Students regularly utilize the print collection, periodicals databases provided through RILINK, and Internet resources to complete a rich variety of projects, ranging from traditional research papers, electronic presentations, and digital projects (multimedia, audio and audio/visual).

Part IV: Objectives – Hardware, Software, and Infrastructure (Years 1, 2, & 3)

Year 1: 2012 – 2013

Hardware:

- Replace old Sony camcorders with new Samsung HD digital Camcorders for curricular and co-curricular use.
- Install wireless access points in Healey Library for student and faculty wireless access.
- Purchase additional scanner for public terminal.
- Purchase e-book readers for use with ILL e-book resources available through RILINK and OLIS.
- Continue to research and study of new emerging technologies and their possible utilization for educational purposes.

Software:

- Continue the development of the library webpage through the addition of
- hyperlinks organized according to subject and exploring the addition of research databases.
- Expand the use of digital presentation software beyond traditional PowerPoint presentations.
- Increase use of Prezi and other public domain digital authoring programs into the curriculum
- Introduce web authoring software into curriculum for digital projects through public domain authoring packages such as Google sites and Weebly.
- Purchase AVID Xpress Pro Audio Visual editing software for curricular and co-curricular use.
- Incorporate Adobe PageMaker into the Art and English curriculum.
- Research Adobe Creative Suite, including licensure, technology requirements and staff training costs, for curricular and co-curricular use.
- Continue expanding the use of nonlinear video editing and multimedia design in select classes.
- Renew RILINK library consortium and explore software advancements necessary to keep Online Public Catalog online.

Year 2: 2013– 2014

Hardware:

- Add ten new thin clients in existing reference area to bring total number of public access terminals in library to 28.
- Replace aging lab desktops with thin clients.
- Purchase additional Samsung HD video cameras for curricular and co-curricular use.
- Purchase additional e-readers for e-book users

- Research and planning for the creation of an Academy television studio, where students will have the opportunity to film, edit, and produce their own broadcasts.
- Research and planning for Academy audio studio for curricular and co-curricular use.
- Continue to research emerging technologies and their possible utilization for educational purposes, including research into the implementation of these technologies.

Software:

- Expand the use of Adobe PageMaker for curricular and co-curricular activities.
- Research Adobe Creative Suite, including licensure, technology requirements and staff training costs, for curricular and co-curricular use.
- Research Avid xPress Pro in select classes, including licensure, technology requirements and staff training costs, for curricular and co-curricular use.
- Invest in one or more major databases in the field of Science to provide students access to periodical and scholarly literature on campus and remotely.

Year 3: 2014 – 2015

Hardware:

- Purchase television editing equipment and construct TV editing studio for student and faculty use.
- Construct Audio Sound studio in current fine arts space for Academy music program
- Continue to research emerging technologies, including video conferencing, and their possible utilization for educational purposes; begin implementation of some of these technologies.
- Continue to upgrade aging workstations.

Software:

- Expand use of Avid Pro in TV editing studio.
- Continue to expand the use of Web authoring tools select classes.
- Purchase and install content software in the multimedia classroom.
- Purchase site license for Adobe Creative Suite and incorporate products across curriculum.
- Invest in one or more additional databases to provide students access to periodical and scholarly literature both on campus and from remote sites.

(VI) Teaching Objectives – Administration, Faculty and Staff

The program detailed below is intended to accomplish the following staff development objectives: The faculty and staff will be able to effectively access materials as desired from the Academy library.

The faculty and staff will be fully aware of, and able to use, all of the Healey Library's technological resources.

The faculty and staff will provide students with ample opportunity to use library technology and research tools collaboratively.

The faculty and staff will understand the legal framework for use of library materials at the Academy.

The following staff development program will be used to meet the objectives stated above.

Year 1: 2012 – 2013

- Provide training in applications of Prezi a teaching tool. Encourage the use of Prezi in all classes for teacher and student presentations.
- Participate in end-of-year diocesan technology workshops.
- Begin publication of a technology newsletter to alert faculty about new developments and ideas in technology.
- Educate faculty and staff on the use of Adobe Creative Suite for curricular and co-curricular activities.
- Provide, and encourage teachers to participate in, after school technology workshops to enhance their knowledge of libraries and library research.

Year 2: 2013 – 2014

- Provide in-service training for use of multimedia equipment (digital cameras, scanners, etc.) with PowerPoint, Avid ExpressPro and Adobe Creative Suite.
- Work with department heads to explore content software for use by individual departments.
- Continue to provide, and encourage teachers to participate in, after school technology workshops to enhance their knowledge of computers in education.
- Provide science department access to and training in the use of scientific databases, specifically Science Reference Center (Gale).
- Provide professional development opportunities on the uses of internet communication for educational purposes.

Year 3: 2014 – 2015

- Continue to provide training on the uses of content software across the curriculum.
- Provide in-service training to faculty on the TV editing studio and its potential as a teaching and learning tool, specifically use of Avid Xpress Pro in curricular and co-curricular settings.
- Provide periodic faculty in-service training programs to encourage and guide teachers in the development of classroom use of technology.
- Continue to provide, and encourage teachers to participate in, after school technology workshops to enhance their knowledge of computers in education.

(VII) Learning Objectives - Students

As a Lasallian institution, the main focus of Saint Raphael Academy is on the positive development of its students. In order for them to fully benefit from the Academy's technological resources, the students will receive instruction to help them to achieve the following objectives:

- The students will, as freshmen, be provided an introduction to and overview of information access policies and procedures at the Academy library.
- Work with guidance to ensure that all new Academy upperclassmen are provided with similar information access instruction.
- The students will access and navigate the Local Area Network to save and retrieve their papers and digital projects.
- The students will gather and critically evaluate information made available through the library's Online Public Access Catalog (OPAC) and internet.
- The students will utilize technological tools to effectively organize and communicate information orally and through the written word.
- The students will know and follow the rules and regulations governing the use of technology at the Healey Library and Academy generally.
- The students will establish guidelines for the ethical use of Academy resources.
- Provide students with ethical use guidelines for network resources and internet use.

(VIII) Evaluation

The librarian meets with the technology committee four times a year to review and evaluate our current status and to ensure that we are adhering to our technology plan. The final meeting of the year is set aside to evaluate our accomplishments and to determine the needs of the Academy over the next few years in order to insure that the technology plan remains current. The following procedure will be used to assess the status of technology at the Academy and to analyze our current and future needs.

- Surveys will be formulated and administered to faculty, staff, and administrators to determine their current uses of technology and the equipment and training that they require.
- Evaluations of the condition and effectiveness of current equipment and technology will be conducted to ascertain what needs to be upgraded or replaced.
- Evaluation sheets from in-service and other training opportunities will be analyzed to determine the extent of faculty involvement and the effectiveness of the training.
- The results of these analyses will then be tabulated and incorporated into the technology plan, which will also be extended by one year. This process will insure that the Academy consistently maintains a three year technology plan.