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ACROSS AUSTRALIA

FROM TEACHER TO TEACHER

AUDIO-VISUAL EQUIPMENT HOME BORROWING PROGRAM



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Millchester, Q'ld.

The following article discusses a program introduced at Millchester State School to allow children to borrow audio-visual equipment for home use. The principal, Mr. Jim Litzow, notes that,

"We seem to have prevented any problems to date by setting out clearly all procedures and rules. We have just over 50% indigenous children at the school and...these children are participating in the scheme in greater numbers and with more enthusiasm than the other children."

Recently the library facilities at Millchester were expanded to allow children to borrow audio-visual equipment for home use. The following explains how the program was established.

Concern was felt that not enough use was being made of the many items of audio-visual equipment in the school and that the software in the library was not being used to its fullest extent. With this in mind, a program was planned and instigated to overcome this lack of use. Thus was developed the Audio-Visual Equipment Operator's *LICENCE* for children at the school.

Participation in the scheme, once it passed the stage of being classroom oriented was *voluntary*. In this way all children were instructed in the use of the equipment, participated in all the aspects of the program related to other subject areas, but were not forced to continue to the stage of applying for or getting a Licence.

AIMS

The aims of the program developed as the program was planned and more possibilities presented themselves.

Other aims more closely related to subject areas were also fulfilled through the implementation of this program. These have not been listed as they are too numerous. The following aims are those which can be related to all subject areas and which can be achieved quite directly through the program.

- a. To utilize audio-visual equipment more fully.
- b. To make children competent in the use of the equipment.
- c. To allow children to borrow equipment for use at home.
- d. To develop responsibility in children.
- e. To motivate self-directed learning.
- f. To provide opportunities for individual learning.
- g. To develop research skills.
- h. To expand use of other sections of the library.
- i. To involve parents in the school.

IMPLEMENTATION OF THE SCHEME

1. Explanation to Parents

The scheme was explained to parents in a circular letter and to the children by discussion. It seemed necessary to explain the scheme to parents, as having children bringing home projectors, cassette players etc from school is a new concept in library development for this school. An explanation from the school would make it easier for children in the program and, it was hoped, it would stimulate parent interest.

The following letter was sent to parents of children in Grades 4, 5, 6 and 7 :

"Dear Parent,

The school has much equipment and materials such as projectors, cassette players and cameras. This is used quite often at school by teachers and some pupils but could be used much more. In an attempt to use this equipment more fully the following scheme is being implemented.

The children are being taught how to use the equipment at school. When they feel they can operate any item with ease they apply for a licence test. This test is given and if the child shows he can operate the equipment competently he is issued with an 'A.V. Equipment Operator's Licence'. This licence is given so that children may borrow the equipment and use it at home. Only those items for which a child holds a licence may be borrowed.

The equipment which will be brought home by the children belongs to the school and is quite expensive. The items are definitely not toys. May I seek your co-operation by giving your support to this scheme, allowing your children to borrow equipment and ensuring the equipment is used carefully. Your signature must appear on the Licence Application form your child will bring home before a licence will be issued.

Equipment may be borrowed for one night only. Should the equipment be damaged in any way then the borrower who was responsible for the equipment when it was damaged will have his licence suspended for a time or, in extreme cases, cancelled. This does not include malfunction caused by general use such as flat batteries, blown bulbs.

Later this term you will be invited to the school to see the equipment in operation, and to be present when the first licences are issued.

I look forward to your co-operation.

Yours faithfully,

[sgd] J.P.Litzow

PRINCIPAL "

2. Introduction of the Licence to Children

The children were told that they were going to be allowed to borrow audio-visual equipment for use at home. The idea of an Audio-visual Equipment Operator's Licence was introduced, and through a parallel with a Driver's Licence, some vital aspects of the program were detailed. They were -

- a. Learning to use the equipment.
- b. Practising using the equipment.
- c. Applying for a licence.
- d. A licence test.
- e. Using the licence.
- f. Obeying the rules and procedures.

These steps outlined were followed in detail for the implementation of the program.

A. A detailed list of instructions was given to each child for the operation of the simpler items of equipment. Following these carefully, the operation of each item was demonstrated by the teacher.

INSTRUCTIONS FOR HANIMETTE SLIDE PROJECTOR.

1. Borrow a Hanimette projector and slide changer.
2. Borrow a screen if required.
3. Borrow the wanted set of slides.
4. Place the projector on a level table and insert slide changer.
5. Place the set of slides near the projector ready for use.
6. Position the screen at a suitable distance in front of the projector.
7. Plug in the projector cord, turn the projector on and turn the lights off.
8. Insert a slide and turn the slide changer so it is projected.

9. Focus the projector and adjust the screen if necessary.
10. Complete the viewing.
11. Turn projector off and lights on.
12. Replace the slides in the folder and put projector and screen in a safe place.
13. Return all items to school and report any damage or malfunction.

INSTRUCTIONS FOR USE OF THE POLAROID ZIP CAMERA.

1. Borrow a camera.
2. Ensure you have enough film and flashbulbs.

In good light -

3. Line up the subject matter in the viewer.
4. Roll the shutter release button until YES appears in the check pattern.
5. Press shutter to take the photograph.

Using flashbulbs when YES does NOT appear -

3. Insert flashbulb into the camera.
4. Adjust the distance by rolling the shutter release.
5. Line up the subject in the viewer.
6. Press the shutter to take the photograph.

To develop the film -

1. Pull out the blue and white tab.
2. Pull out the film with a steady pull.
3. Wait thirty (30) seconds for the photograph to develop.
4. Peel the photograph from the backing.
5. Be sure to place the backing in the rubbish.
6. Return the equipment to school and report any damage or malfunction.

INSTRUCTIONS FOR CASSETTE PLAYER.

1. Borrow the cassette player and batteries.
2. Borrow the required cassette and check.
3. Place the player on a secure level surface.
4. Place the cassette on the table with the wanted side up.
5. Insert the cassette in the player.
6. Rewind the cassette to the beginning.
7. Set the counter to zero.
8. Use fast forward to move cassette to the wanted number.
9. Turn to play and adjust the volume.
10. When you are finished turn to stop.
11. Return all items to school and report any damage or malfunction.

INSTRUCTIONS FOR USE OF HANIMETTE STRIP PROJECTOR.

1. Borrow a Hanimette projector and film strip attachment.
2. Borrow a screen if required.
3. Borrow the film strip you want.
4. Place the projector on a level table.
5. Position the screen at a suitable distance in front of the projector.
6. Remove the film from its canister and wind on to the film strip attachment.
7. Insert the attachment with film into the projector.
8. Plug in the projector cord, turn the projector on and turn the lights off.
9. Focus the projector and adjust the screen if necessary.
10. View the film strip.
11. Turn the lights on and the projector off.

12. Remove the film strip and attachment.
13. Replace film strip and put projector and screen in a safe place.
14. Return all items to school and report any damage or malfunction.

B. The children practised using these items during lunch and before and after school with their instructions, teachers and teacher aides as guides.

C. When they considered they were able to operate an item of equipment, an application for an Audio-visual Equipment Operator's Licence was completed and an appointment made on the time table for tests.

APPLICATION FOR A.V. EQUIPMENT OPERATOR'S LICENCE

Mr

Mrs

Miss

Master..... /
(Surname in Block Letters) (Other Names)

Home Address.....Post Code.....

Postal Address.....Post Code.....

School you attendGrade.....

Date of Birth/....../....

I wish to apply for the following licence. (Mark with X)

☐ Cassette player. ☐ Cassette recorder. ☐ Hanimette slide projector.

☐ Hanimette strip projector. ☐ Polaroid Zip camera. ☐ Other (Please specify).....

When test required. Time.....a.m/p.m. Date.../.../...

..... /..... /.....
(Applicant's signature) (Date) (Parent's signature)

OFFICE USE ONLY: Test time and date

Test Result

Licence issued.....Tester's initials.....

D. The child undertook the test without assistance from instructions. The test was of a nature which required use of library skills as well as equipment operating skills -

e.g. For a strip projector licence, the teacher asked to view a film strip on Magnets; or for a cassette player licence the teacher asked to listen to a certain item on a given cassette.

A failure was recorded if the child was unable to complete the test. On passing the test a licence for a particular item of equipment was issued :

MILLCHESTER STATE SCHOOL

A.V.EQUIPMENT
OPERATOR'S LICENCE

.....
has successfully completed the course of instruction, passed the required test, and being a responsible person is hereby authorized to operate

.....
Signature
.....
Date Principal

E. With the licence, the child could borrow equipment for use overnight. The borrowing system was set up to be similar to that already operating in the book section of the library. However, a limit of overnight borrowing was set so that equipment would be available at all times at school. Airline shoulder bags were provided by the P. & C. for carrying the equipment home.

5. It was pointed out to children that being the borrower of an item of equipment made them responsible for that item from the time it was borrowed until it was returned. It was explained that some malfunctions may be caused without misuse and were no fault of the borrower. However, if careless use or misuse caused a malfunction, then the borrower was to blame.

The children agreed on a system of licence suspensions for any of the following -

- failure to report any malfunction;
- misuse of equipment causing damage;
- failure to take care of the equipment;
- failure to follow correct borrowing and returning procedures.

Repeated rule-breaking and cases of more serious damage could mean cancellation of a licence.

The duration of suspensions and cancellation of licences would be decided by a class discussion with the teacher.

HIGHLIGHT:

A highlight of this program is planned for later in the year. This is a night for parents, families and friends to visit the school to see all the equipment available and to see the children using it.

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