The Webb School Library and Archives
Bell Buckle, Tennessee

Hannah Byrd Little
4/11/2014
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### Schedule

**Friday, April 11th**

**The Webb School Library and Archives**  
National School Library Program of the Year finalist visit

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<th>Time</th>
<th>Event</th>
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<tr>
<td>8:00-8:45 am</td>
<td>Breakfast and Library Tour</td>
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<tr>
<td>8:50-9:35 am</td>
<td>Library and Technology Team</td>
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<tr>
<td>9:40-10:20 am</td>
<td>Senior Research Presentations [Chapel]</td>
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<tr>
<td>10:25-11:10 am</td>
<td>Sr. Project Process</td>
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<tr>
<td>11:15 - 12:40 pm</td>
<td>Student Advisory [Rand Dining Hall Conference Room]</td>
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<tr>
<td>12:40-1:25 pm</td>
<td>Campus Tour</td>
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<tr>
<td>1:30-2:15 pm</td>
<td>Coffee break with administrative group</td>
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<tr>
<td>2:20-3:05 pm</td>
<td>Faculty focus group</td>
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<td></td>
<td>6th Grade – Focus 6th pop-in</td>
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Breakfast and Library Tour

Library Floor plan
Teaching for Learning

Library and Technology Team

School Mission

The following words by our school founder, Sawney Webb, articulate The Webb School’s mission. Our mission is “to turn out young people who are tireless workers, and who know how to work effectively; who are accurate scholars; who know the finer points of morals and practice them in their daily living; who are always courteous.” These guiding principles have been in place at Webb for over 140 years, and they continue to provide direction and guidance today as we strive to learn and grow on a daily basis.

Library Mission

The Webb Library Mission is to connect with Webb students as individuals, to provide resources and assistance for all different learning styles, and to encourage self-motivated, life-long learning.

Library Guiding Philosophy

• We will champion, protect, and celebrate the “freedom to read”
• We will protect our students and their family’s right to privacy in accordance with FERPA laws
• We will provide access to materials for our patrons without discrimination

Technology Guiding Philosophy

Our goal is to prepare our students for jobs that do not yet exist, in a world that is very unknown, and to use the tools we have available to help them reach their goals. Technology is a tool that supports our curriculum, not a tool that drives our curriculum.
The Webb School “Emerging Voices”
Incorporates “Learning4Life™ Initiative”

Program Summary

Writing across the curriculum and public speaking are major emphases at The Webb School. Through our Emerging Voices Program, students learn to create original ideas, assemble a body of research, and communicate those ideas effectively through writing and public speaking. Students display their skills each year by performing declamations, orations, performance creations, and senior paper presentations. These exhibitions are developed and completed under the mentorship of the students' advisors and other members of the community. Our goal is to create confident contributors in the classroom and beyond.

Embedded Library Program

The Library program is embedded throughout the Emerging Voices program. Library staff assists students and faculty at each stage of the process. With declamations, the Library staff members help students with the choice of literary passage. With orations, resources are provided to students so that they can make an informed opinion or belief. With junior performance, the library can serve as a “maker space.” Finally, with the senior research, the Library program is fundamental to the process and the Library Director serves as the lead senior adviser.
GRADES 6-9: DECLAMATION
Stand and Deliver

A declamation is a 2-3 minute minimum recitation of a literature selection. Grades 6-8 perform their declamation in front of the middle school and students in grade 9 perform their declamation in front of the whole school community. Any passage chosen must be worth memorizing and must be worth the community’s listening. The passage should have literary value and be challenging to memorize and deliver.

SOPHOMORE ORIGINAL ORATION
“This I Believe”

The oration is a 3-minute minimum recitation of a student’s original writing. This oration is based upon "This I Believe" an international organization, engaging people in writing and sharing essays describing the core values that guide their daily lives. Our sophomores prepare an original writing and recite the work on stage.

JUNIOR CREATIVE PERFORMANCE
Explore passions and creativity

In the Junior Performance, students will choose a performance subject based on their own interests and, along with a member of the Webb community, plan, and execute a performance-based creative public presentation. Students will also write a personal reflection over the subject matter and the experience of planning and carrying out the performance.
In the Senior Research Paper Presentation, students will choose a subject based on their own interests and then undertake independent research/experiential study under the tutelage of a Webb faculty member. The projects will culminate in the spring with a public exhibition for the whole school community, including written and performed components, of what the student has learned.

Seniors continue the work by contemplating the directive “Do What You Are,” a major question to inspire research on the chosen topic. In addition, we use the question “On whose shoulders are you standing?” Although it is important to create works of your own, it is equally important to realize and research the works of others. Even Isaac Newton acknowledged "if I have seen further, it is by standing on the shoulders of giants."
Chapel - Senior Research Presentations

Presenters today

<table>
<thead>
<tr>
<th>Charles</th>
<th>Vivian</th>
<th>Harry</th>
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Sr. Project Process

Alex

Electronic textbooks and BYOD program
Presents 4/17/2014

[Show research process surveys, etc.]

Ron Smith

English IV, AP English IV, Quiz Bowl Adviser, Senior Class Adviser

[speak about online paper submission & comments]
THE WEBB SCHOOL
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Building the Learning Environment

Long Lunch with Student Advisory Team

Student Advisory Profiles

Shiro
Day Student
Tennessee
Senior
Plays Guitar
Feet2Feet Club

Tiffany
Domestic Border
Washington
Junior
Mock Trial
Feet2Feet Club

Ron
International Border
Dalian, China
Junior
Artist, Musician
Green Feet Club

Dayton
Middle School
Tennessee
Day Student
Minecraft Club & AV club
Campus Tour

Academic Support
Fine Arts facility [see “Makerspace” & Classroom libraries]
Barton Gymnasium
Science and Math Buildings
Admissions Office [speak to collaboration and use of facilities]
Junior Room [historic building]
Student Center & Alumni and Development [speak to collaboration and use of the archives]
Big Room
Bradley
John Webb Library [see classroom library]
Leadership in a Global Society

Administrative group

Participating in the decision-making process for school
- Administrative Council
- Academic Council
- Makes reports to the Board of Trustees

Sharing via print, social media and/or presentations
- Mrs. Little’s Tweets
- The Webb School Library and Archives Facebook

Sharing knowledge and experiences with others
1. Two student teachers this year from two different universities
   a. MTSU - M.Ed. in Administration and Supervision with Library Science Concentration
   b. Trevecca – Master of Library and Information Science
2. Library director served on the TASL Executive Board Service 2009 – 2013

Early adopter of new technology
BYOD – Bring Your Own Device
   Informally for ten years
   Formal policy this year
Electronic Textbooks this year
Overdrive Library
   New this year
Why Overdrive? Fits BYOD
“Collaborative Days”
Each Discipline has a full day every three weeks to plan together as a department. The Library staff takes advantage of this time to collaborate across the curriculum

1. Fundamental concept is that we focus on student learning rather than teaching.
   a. “Do the students understand?”
   b. “What do we do if they do not understand?”

2. Teaching and Authentic Assessment techniques
   a. Adoption of the CWRA for 9th and 12th grades
      i. Performance Tasks - Students must complete a “real-life” activity (such as preparing a memo or policy recommendation) by using a series of documents that must be reviewed and evaluated. Completion of these instruments does not require the recall of particular facts or formulas; instead, the measures assess the demonstrated ability to interpret, analyze, and synthesize information.
ii. **Analytic Writing Tasks** - Evaluate students’ ability to articulate complex ideas, examine claims and evidence, support ideas with relevant reasons and examples, sustain a coherent discussion, and use standard written English.

3. **Curriculum mapping**
   a. Each course is codified with a series of objectives
   b. Each department develops scope and sequence
   c. Each course is matched with the correlating AASL Standards for the 21st-Century Learner

4. **Collaborative Lesson Planning**

5. **Introduce faculty to new media and technology**

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**Senior Advisory Team**
The Library Director is the lead senior class advisor and is entrenched in the planning and implementation of the senior culminating research project.

**Focus6**
The Library participates in the Focus6 program to teach academic life-long learning skills to the sixth grade class. Skills include study skills, writing skills, computer skills, reading, and research skills.
Advocacy and Outreach

The Webb School Library and Archives – Frontline Advocacy Plan 2013-14 – UPDATED

GOALS (What are we trying to accomplish?)

- **Overall Fundraising** - Raising essential funds for materials and technology required for the 21st-century school library program
- **Library Environment** - Making use of the physical space and the library programming so that it is most effective for our students, faculty, and community [families, alumni, and donors]
- **Maintenance and Repairs** - Maintaining the building so that the space is viable for many years to come
- **Archives and Preservation** – The preservation and organization of the archives for an historic school with nearly 150 years of valuable primary documents
- **Local Community Outreach** – Opening the library to the Bell Buckle community at large

OBJECTIVES (Why is it important?)

- **Overall Fundraising** – Planning fundraising is important because the Used Textbook Sale [which profited between $15-20,000 each year] heavily subsidized the library budget. Since Webb has moved to electronic textbooks this year, we will need to find an alternate funding opportunity immediately.
- **Library Environment** - The library environment could use some updated spaces. The building is 20 years old and undoubtedly, in the early 1990’s, the direction or exponential growth of technology was not known. Our philosophy for the future will lead to a Learning/Information Commons facility and program.
- **Maintenance and Repairs** - The facilities are in excellent shape, guests to the campus cannot believe the building is over 20 years old. The completed facility maintenance and repairs include the flooring project that is near completion with the carpet 90% complete, and the hardwood was refinished in the summer of 2013. In 2012, we had a complete lighting overhaul, and in 2013, the pitched portion of the roof was re-shingled. However, there is a major need in the flat roof replacement [approx. $40,000]. **New Roof Completed**
- **Archives and Preservation** – In April of 2012, the Library Department established the official Webb School Archives. In 2013, we have transitioned our full-time cataloger to work also as our school archivist. Our school will be 150 years old in 2020 and we feel that it is more important than ever to preserve our rich history.
- **Local Community Outreach** – To offer services to a community without a close local public library

STRATEGIES (the activities we’ll do to accomplish our goal)

- **Overall Fundraising** – Brainstorming phase for fundraising with our development office. Some ideas include:
  - Making lists of grants for which Independent Schools are eligible, and lists of deadlines for these grants so that there is time to provide evidence necessary to win the grants.
  - Starting a “Friends of the Library” group
  - Possibly planning a Library Gala fundraiser event
  - Once complete selling the Arcadia Press book compiled by the Library Director & Archivist
- **Library Environment** –
  - Survey students and technology staff about the future library environment
  - Develop more “maker spaces,” group study areas, and more comfortable reading areas
- **Maintenance and Repairs** – Continually advocate with the Board of Trustees “Buildings and Grounds Committee” to ensure that repairs and maintenance occur when needed.
- **Archives and Preservation** – Visit other school archives, and obtain training in archival methods. The Library Director & Archivist are working towards a fully functional archive, museum displays, a web site, and a book published through Arcadia press all in time for the school’s Sesquicentennial celebration in 2020.
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- **Local Community Outreach** – To offer services to a community without a close local public library
  - Meet with Bell Buckle mayor and vice mayor to explore options
    - Send memo to Bell Buckle residents about future library services
    - Develop a children’s section and a community patron policy that we hope to launch by the end of the school year 2013-14.
    - For the summer we hope to begin offering once a week events [probably a Tuesday or Wednesday] with specific open hours for the Bell Buckle community with a Children’s story time on these community days. We will begin these community days after library inventory and staff vacations are finished [June 24 or 25]. Look for times and dates in upcoming community emails.

What is our message? (15 words or less)
The Webb School - Investing in Libraries for our students for nearly 150 years

What data (or stories) support this message?
**Looking Back** - Because the majority of our donors are alumni, stories of the legacy and tradition of the school strike a chord with this group. Therefore, our work in the preservation of the archives is helpful.

  A favorite fact quoted in several older documents is helpful in explaining that libraries and books were important to the founders – “In 1886 William R. “Sawney” Webb and his brother, John, brought the school from Culleoka to Bell Buckle. They came with $12,000 to invest in education. Of their original investment, $2,600 was expended for buildings and $8,000 was used to purchase books.”

  **Looking Forward** - For the donors who are motivated more by progress than nostalgia we have much to present about the transition to eBooks, our Bring Your Own Device [BYOD] program, our OverDrive library platform, and our use of the Gale Virtual Reference Library as well as college databases like JSTOR.

Who is our target audience?
Board of Trustees, Alumni, Parents, Grandparents, Students, Citizens of Bell Buckle, and other donors

Why should they care?
- Board of Trustees and Administrators - The Library is not only a place, but also a program, and according to data, the library is essential to the success of an independent school
- Parents, Students, Citizens of Bell Buckle, and others - “The Library is here for you”

How are we going to reach them? What will be our best tools?
- Board of Trustees - Quarterly Board Reports and Annual Presentations [also connect on LinkedIn]
- Parents, Students, and others - Electronic Newsletter, Social media like Twitter, **Bell Buckle Community Listserv** and Facebook