The Community Library Project & The Community Library Network
Library Practices & Read-aloud Resource Sheet

Resources from the workshop

Slides from the workshop: Here are the slides we used during the workshop.

> Day 1: Library Best Practices & Child Safety
> Day 2: Read-alouds & Duniya Sabki

Workshop Videos: To review important points from the workshop, you can watch these videos from the various workshop sessions.

Library Best Practices

In this section you will find some useful resources on library best practices, including curricular resources developed and used at TCLP. **Please note**, these resources were developed for TCLP's needs and membership. In their present form, they may not serve equally well in all library organisations. Thus, these should be seen as a model and any library planning to adapt these should review and revise them, or develop new material, based on their own members and organisation's needs.

1. **Reading on Library Best Practices:** Read this short write-up on the best practices followed in TCLP for an overview of the various programs and practices followed at TCLP and the rationale behind them.

2. **Enrolment forms:** Following are the enrolment forms developed and used at TCLP, keeping in mind 'ease of admission' and our guiding principle 'all are welcome.'
   a. Enrolment Form for children
   b. Enrolment Form for Adults

3. **Book Report:** The book report form and the accompanying feedback form was designed based on observations at the library and learnings from the various programs. Based on student responses in the book report program, the form and book report guidelines are revised to ensure they encourage thinking without become a test, and that it remains an activity that students enjoy thinking about without the pressure of answering questions.

a. [Book report form:](#) At TCLP, we have two different book report forms - a writing based form and a drawing based form - and the students have the choice to decide which form they want to work on each time.

b. [Feedback form:](#) Feedback is orally shared with the students, but written records are maintained in each student's file.

4. **Circulation & Honour Roll Board:** To read more about the circulation program at TCLP and how we celebrate members' reading milestones [visit this page](#).

5. **Headstart to Reading Program:** Headstart to reading program is designed for our youngest members to help them become comfortable with books and the library space at a young age. [Read more about it here.](#)

6. **Reading Fluency:** The reading fluency program is an intervention for readers who struggle to read with appropriate speed, accuracy, prosody and confidence. [Read more about the program here.](#)

Child Safety

1. **TCLP's Child Safety and Protection Policy:** [Read the policy here.](#)
2. **TCLP's Code of Conduct and Ethical Standards:** [Read the policy here.](#)
3. **TCLP's Guidelines for Social Media & Online Conduct:** [Read the guidelines here.](#)
4. **Some useful links**
   a. [What is the POCSO Act and how is it used: A guide](#)
   b. [Manual on Comprehensive School Safety and Security Programme](#) - UNICEF & Government of West Bengal
   c. [National Commission for Protection of Child Rights (NCPCR)](#)

Read-aloud

1. **Read aloud tip sheet:** This document gives details on some useful read aloud tips that we discussed during the workshop, and you also received an infographic for in the pre-workshop package. -- [Read-aloud Tip Sheet](#)

2. **Read Aloud - Do's & Don'ts:** In this infographic you will find important practices one should follow and practices to avoid when reading-aloud. -- [Read-aloud Do's & Don'ts](#)

3. **Read-aloud Lesson Plan:** While preparing for a read-aloud, it's a good practice to think about big ideas you want to focus on, the questions you would like to ask, any possible activities to deepen the audience's engagement with the story. Refer to this [template for a read-aloud lesson plan and some sample lesson plans](#).

4. **Additional Read-aloud Resources:** [Click on this link](#) to read more about read-alouds.

Digital Libraries

1. **XRecorder Tutorial:** A [tutorial video on XRecorder](#), a phone app that allows screen recording while simultaneously capturing your own video while reading aloud, fantastic for recording video read alouds. You can [download it here](#).

2. **OBS Tutorial:** A [tutorial on OBS](#), which is a video recording software that, like XRecorder, allows you to record both the screen display and capture your own video as you read aloud. While XRecorder is designed for androids, OBS works on Windows, Linux and MacOS. You can [download it here](#).

3. **Read Aloud Checklist:** As you make your read aloud videos and audios, it will be useful to go through these checklists to guide you through the process and make sure that you don't miss out on something important.

   a. [Checklist for video read-alouds](#)

   b. [Checklist for audio read-alouds](#)

4. **Online resources:** Here are links to [Duniya Sabki](#), [Storyweaver](#), [arvindguptatoys](#) and [Eklavya](#) websites, where you can find some amazing reading resources.

   a. **Storyweaver tutorial:** [Watch this video](#) to know how to use the storyweaver website.

5. **Duniya Sabki Channel links:** To join the Duniya Sabki WhatsApp channel send an email to thecommunitylibrarynetwork@gmail.com. You can also find our video

read-alouds on our [YouTube channel](#), and audio read-alouds on our [SoundCloud Channel](#).

6. **Curated list of resources:** During the workshop we shared with you links for Duniya Sabki, Arvindguptatoys, Eklavya and Storyweaver websites, all very rich resources for children's literature. You can find more resources on our Duniya Sabki website. On the Duniya Sabki website scroll down to find **Resources for Educators / शिक्षकों के लिए**.