**Overview**

We understand that it can be unsettling working from home, which is why we have designed an outline of library activities as a guideline of activities you can do. You don’t have to achieve everything on the list, but it is a good time to challenge yourself to learn something new, especially around the Digital Library collections.

Please fill in this template over a two-week period and send it through to [XXXX]

**Email your completed template by the afternoon of [XXXX].**

We understand that there are some activities not listed on the template so please add them under *other good stuff*.

We are working on reactivating the Novel Idea Facebook page to **facilitate an online book discussion group** and **an online movie discussion group**. Soon we will be asking for volunteers to assist with online chat.

Meanwhile, have fun exploring the online resources from the Digital Library…Remember to keep fit, active … and if you can email a selfie of yourself working from home… and email your new learnings with other library teams.

**Tips for working from home**

* Consider setting a routine with scheduled breaks.
* Manage your own wellbeing - stay connected with family, friends and colleagues and check in with yourself on how you are feeling.
* If you are feeling overwhelmed speak to who your Senior Librarian or Lead or Manager for support
* To maintain your posture to prevent and manage discomfort wherever possible, avoid working from bed or the couch.
  + Avoid hunching over or tilting your head down when using your device away from a desk or table. Ideally your eyes should be level with the top of your screen. You might need to use books or boxes to raise the height of your monitor.
  + Sit as straight as you can. Try to have your device at a height that helps you to sit up straight – e.g., using a laptop on a table is better than having it on your knees.
  + If you use the sit to stand desks in the office, think about alternative ways to do part of your day standing i.e. use your kitchen bench, standing at the kitchen table.

Name and Team:

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| --- | --- |
| **Focus Areas** | **Dates: 24 March – 3 April** |
| **Puke Ariki Digital Library.**  Becomefamiliar with what is available, take a deep dive (eg one database etc a day). <https://pukeariki.com/libraries/digital-library/> | Digital Library databases I became familiar with were. They would they be useful for… |
| Check out Ancestry.com and delve into your family history. <https://pukeariki.com/libraries/digital-library/ancestry-library-edition/> |  |
| **Puke Ariki Website**  Check out the Puke Ariki Museum website and in particular the tours and experiences. Take the Whare Kahurangi Virtual tour. |  |
| **Reading books**  Read physical books and email review to xxx and xxxx | The book/s I have been reading are are…. |
| **BorrowBox Digital Book Group**  We can use the unlimited titles from Borrow Boxand create a digital book group on Novel Idea Facebook Group.  We require staff input in terms of discussion points and ensuring PA staff were active in the conversation to get things started.  *This is our current thinking and we will ask for volunteers next week* | Digital Book Groups I have taken part in are… |
| **E resources/e audio books**  Listen or read e resources/e audio books and email review to xxxx | The books I have been reading or listening to are…. |
| **Kanopy or Beamfilm**  Using Kanopy or Beamfilm pick a title and facilitate a discussion on Novel Idea Facebook Group  *This is our current thinking and we will ask for volunteers next week* | The movie I watched and the discussion I facilitated was … |
| **Webinars, online Conferences, Virtual Summits eg**   * LIANZA <https://lianza.org.nz/resources/free-pd/> * Singularity University <https://su.org/> * Wholehearted Libraries.  You need to sign up but it is free <https://www.library20.com/wholehearted> * There are several SirsiDynix Webinars and SirsiDynix training.  Webinars can be watched from this link.  You are asked to add your name and email but other than that they are free to watch [https://Sirsidynix.com/events](https://sirsidynix.com/events) | The webinars/ virtual summits I tuned into were.. |
| **American Library Association Journal** <https://journals.ala.org/> for journal reading, sign up to various Newsletters and sign up for free online courses in librarianship to explore.  Also OCLC is another option. | Journals, articles, newsletters that I have read are: |
| **Other cool links to explore** |  |
| **Check out the websites of other national and international libraries for ideas** eg <https://www.grlc.vic.gov.au/glhc> Geelong <https://www.oodihelsinki.fi/en/> Oodi | The library websites I checked out were. What I found really interesting was… |
| **Crackerjacks and other programming**  Weekly Crackerjacks via Facebook , other programming?? | Programming that I have been involved in is… |
| **Technology upskilling.. eg** Microsoft office have lots of free online training eg Excel. |  |
| There is plenty of free online programmes and software to install and learn about   * **3D Design:** Tinkercad * **Coding and Game Development:** Scratch, Unity, Mindstorms |  |
| Crackerjacks rhymes |  |
| Skinny Jump remote sign ups |  |
| **Other great stuff I have been doing is…** | Other great stuff I have been doing includes |