



## Teaching Resource Collection (TRC) - how to find education resources

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UG EDU005 [<https://www.abdn.ac.uk/library/documents/guides/ugedu005.pdf>]

The TRC is an area for **group discussion** rather than a silent study room, with group tables available. You don't need to book and it is open whenever The Sir Duncan Rice Library is.

### Introduction

The **Teaching Resource Collection** or **TRC** is a collection of resources that should enable you to fulfil your teaching practice placement successfully. This guide outlines the different materials available and tells you how to find help to make the most of them.

The Library offers a number of services that can help students who are carrying out school experience. Though some resources are electronic, many are **physical items** and many of these are held in the **Teaching Resource Collection (TRC)** on **Floor 6** of **The Sir Duncan Rice Library**. Details of how to use the resources from the **TRC** are in this guide.

### Where it is located

The **TRC**, a group study room, is in **The Sir Duncan Rice Library, Floor 6** – the **Education and Social Science** floor. When you come onto the floor it is in the far left corner – on the 'sea side' of the building!

### Help and assistance

Contact the Information Consultant for Education, **Claire Molloy**, ([c.a.l.molloy@abdn.ac.uk](mailto:c.a.l.molloy@abdn.ac.uk)) with any questions related to the TRC.

### What you can find in the Teaching Resource Collection

The **TRC** consists of children's books and school textbooks for all ages, ranging from pre-school to advanced higher level. We have many books which can be used for project or topic work in primary schools, subject-specific material for secondary use and a collection of children's fiction and poetry. There are subject guides and arrangements\* for secondary subjects. We also hold a large collection of non-book material including kits (collections of materials on a particular topic, for example we have an inflatable solar system; Heinemann Maths packs – teacher and pupil books, workbooks etc.; puppets; an organ apron and much more!), DVDs (shelved at the end of the book collection), CDs, CD-ROMs (shelved within the book collection), large and small posters (stored in special storage units beside the kits), project journals with lots of good ideas for class projects (shelved on **Floor 2** at **370** with the other **Education** journals), big books (shelved in their own storage unit) and dual language books (shelved at the beginning of the book collection).

**\*Note: The experiences and outcomes for subject areas under the Curriculum for Excellence are available on the web: [Experiences and outcomes](#).**

#### The kits

The kits are arranged in four general subject areas: **Social Subjects, Science and Technology; Maths and Language and Literature**. We organise them according to **Kit Number**:

**Kit numbering** – Each kit has its own **k number** and they are arranged in this **k number** sequence within the subject areas:

- **Social Subjects** have kit numbers starting with **k2000**, so **k2001, k2002, k2003** and so on.
- **Science and Technology** has kit numbers starting with **k3000**.
- **Language and Literature** has kit numbers starting with **k4000**.
- **Maths** has kit numbers starting with **k5000**.

All kits are listed by title on our library portal, [Primo](#) (log in before searching) and you can find kits by selecting the **Floor 6 TRC - Kits** location (we tell you more about this later under **Searching for TRC materials in Primo**); the kit numbers appear under the **Get It** section of the record.

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Primo also lists the contents of each kit – simply click on **Details**.

#### How to borrow the kits:

- All kits are borrowable for **seven weeks** at a time, with **NO RECALL**.
- This means if a kit is on loan and you wish to borrow it simply log into [Primo](#), find the kit, click on **the kit title** and then request it from the **Get It** section. You will then get to borrow the item at the end of its current loan period.
- Please note this is very different to other items in the **TRC** and in the rest of the Library. We introduced this special loan period to make it easier to take the kits out on placement with you. There is no recall so that you won't have to worry about posting a heavy kit back from school, but you do only get the item for seven weeks so please make sure when borrowing that this will cover your placement dates – if not then please let us know.
- You can renew once – as long as no one else has placed a hold on the item. Please [contact Claire](#) if you have any problems with this.
- You cannot use the self-issue or return machines with kits; please take them to the desk on **Floor 1**.

#### Items of interest in each subject area:

**\*Note: This is just a taster – we have lots more!**

**Social Subjects** – In the Social Subjects kit section we have a variety of different resources such as music and health and wellbeing kits and the **Religious Artefact kits**. The Buddhist Set, for example, a large Buddha, prayer wheel, Thanka wall hanging, Mala prayer beads, incense sticks, Buddha bag, Manjara, prayer flags, bell and Dzorke.

**Science and Technology** – In the Science and Technology kit section we have several great resources such as the **Water Cycle Simulator**. The base is designed to represent the ocean, mountains and a mountain lake, with various rivers. The ocean can be filled with salt water, covered, and heated with a lamp to produce evaporation and condensation which falls as rain and fills the mountain lake with fresh water. Ice in the cloud compartment assists the process.

**Language and Literacy** – In the Language and Literacy kit section we have resources such as **Wellington Square** Level 3 (ages 7-11) which is designed to meet the needs of children who are having difficulty with learning to read. It provides straightforward progression from wordless picture books to storybooks with full-text. Wellington Square widens your pupils' reading experience through imaginative and stimulating support material. It is ideal for group and guided reading with a high interest level and low reading age.

**Maths** – In the Maths kit section we have the **Scottish Heinemann Maths Complete Packs** (numbers 1-7, ages 5-12) which consist of a teaching file in ring binder, a teaching resource book, an organising and planning guide, a textbook, an extension textbook, an assessment book, and an answer book.



**Finding kits** – You can use [Primo](#) to help you find all the materials in the **TRC**, including the kits. See the section later in this guide about **Searching for TRC Materials**. They are located mainly on low-height shelving at the far end and around the glass wall of the **TRC**. There is also a printed kit list for each of the four curricular kit areas.

#### Dual language materials

We have lots of different dual language books in English with French, Spanish, Polish, Chinese, Hindi, Russian, Arabic, Bengali, Urdu and Korean. These include fiction titles such as **Handa's Surprise** and **Elmer's Day** as well as non-fiction books such as **Arab and English Words for School Use**, **Voices from Sudan** and **Oxford Picture Dictionary English/Korean**.



**Finding dual language books** – You can use [Primo](#) to help you find this kind of material. Do an **Advanced Search** and select **subject** in the **any field** drop down menu on the left. Type **dual language texts** as your search then select the yellow **search** button. At the left of the results screen there is a **refine my results** section, expand the **location** tab at the bottom of this list. Tick the boxes at the left of **Floor 6 TRC** then press the green **apply filters** button. You will then get a complete list that falls into this category. They are shelved separately in the **TRC** just before the main sequence of books.

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## Big Book collection

A variety of storybooks, as well as non-fiction items, are held in **big format**. These are great because they are colourful and large enough to hold open in front of a class of children. Most of these items are for learners of primary school age. They include titles such as **Shompa lives in India** and the **Golden Rule Series: We Listen, We Don't Interrupt** and **We Are Honest, We Don't Cover Up The Truth** as well as popular storybooks and traditional tales such as **Giraffes Can't Dance** and **The Pied Piper of Hamelin**. You can also borrow a big book stand for use in the classroom – these are stored alongside the Big Book collection.

Please note that some of the Big Books are part of subject kits and therefore held in the kit part of the **TRC** where we have put them in plastic hanging files on a free-standing unit.



**Finding Big Books** – You can use [Primo](#) to help you find big books. Do an **Advanced Search** and select **subject** in the **any field** drop down menu on the left. Type big books as your search then select the yellow **search** button. At the left of the results screen there is a **refine my results** section, expand the **location** tab at the bottom of this list. Tick the boxes at the left of **Floor 6 TRC** then press the green **apply filters** button. You will get a complete list of the big books. They are on their own shelves in the **TRC** separate to the main shelving.

## Educational puppets

The **Teaching Resource Collection** holds a number of educational, ethnically varied puppets of both genders and representing differing ages. These are useful for a variety of purposes, making it easier to explain difficult topics to young children, or for pupil use, in order to get them to explain feelings through play. They are colourful and likely to be very popular among young children! The large puppets can be found at the end of the book shelves, after the DVDs on a free-standing unit. You will also find a variety of hand and finger puppets within the **kit collection** such as the **6 woodland finger-puppets** at K3084.

## Additional Support for Learning (ASL) materials

We hold several items that are aimed at students with particular reading requirements such as those with English as an additional language or for ASL use. Many of the items are designed for use with older children who have additional reading or writing requirements; in other words they are books with more complex subject matter but written in an easy to comprehend way, rather than early years materials focused on early years issues. There are kits such as **Wellington Square** and **Zoom!** and books such as **Extreme Survival** and the **Dark Man** series by Peter Lancett.



**Finding ASL materials for those with additional reading requirements** – Do an **Advanced Search** in [Primo](#) and select **subject** in the **any field** drop down menu on the left. Type remedial readers (sorry, this is the current 'official' Library Catalogue terminology) as your search then select the yellow **search** button. At the left of the results screen there is a **refine my results** section, expand the **location** tab at the bottom of this list. Tick the boxes at the left of **Floor 6 TRC** then press the green **apply filters** button. You will get a complete list of the titles that fall into this category. Please note that they are not in a separate section but placed with the other kits and materials in the same subject area.

## Project journals

**\*Note: The project journals are not shelved in the TRC but on Floor 2 with the other Education journals at shelf 370**

The journals (i.e. professional magazines) published by **Scholastic** and others in this collection are specifically taken by the Library for their value in project work. Sadly, many titles have now ceased publication but the titles we hold are still of great benefit to those of you on placement. They are aimed at primary-level and titles include **Child Education, Infant Projects, Nursery Education, Junior Education, Junior Focus, Literacy Time 3-4, Literacy Time 5-7, Numeracy Time, Art and Craft, and Teaching and Learning**.

Each issue contains items such as posters and a project file devoted to a single topic, photocopyable handouts etc. and give useful ideas for cross-curricular activities.



**Finding topics in the Project Journals** - You can use [Primo](#) to find the titles of the journals. To find which issue has articles about what topic use **Ideas for Projects** which is produced periodically by the Library. It is in a blue folder at the start of the journals at **shelf 370** on Floor 2 and is ordered alphabetically by subject.

## School information

In the old days (!) we used to hold hard-copy school prospectuses. Now all schools have their own websites; one of the easiest places to find these is at [ParentZone](#) which has a searchable database of all schools in Scotland complete with links to their websites (see **Scottish Schools Online** or **Search for a school** at the right-hand side and bottom right-hand side of the home page).

[School term dates for each local authority](#)

## HMI/Education Scotland School Inspection Reports

Each school in Scotland is regularly inspected to make sure it meets current expected standards. Education Scotland (formerly HMI) [School Inspection Reports](#) are published for nursery, primary and secondary.

## Curriculum and assessment materials

We also hold material in the Library to help you with preparing to teach exam-level courses. We still have **Subject Guides** and **Higher Still Support materials** (in paper format and on CD-ROM) as well as various textbooks and these materials are all held with other items at the same subject shelf in order to help you easily locate all the material on your topic. For example, books on **Higher Chemistry** and **Chemistry exams** will be found in the **TRC** book collection at **540.076** alongside other general chemistry books. Remember, as the Curriculum for Excellence develops more and more material will be made available:

[CfE experiences and outcomes](#).

## CD-ROMS

The **Teaching Resource Collection** holds a number of CD-ROMs. They cover a variety of subjects at primary and secondary level including printable resources for modern languages, health and science, as well as **Higher Still Arrangement** materials; they can be found by subject alongside the books.

## Music CDs

We have a small collection of CDs in the **TRC** shelved with the books using the Dewey Decimal system by subject although some may be part of kits. See the **Finding** box below.

## DVDs

We have a large selection of DVDs in the **TRC**. They are in their own collection, shelved at the end of the book shelves. Like the books, they are organised using the Dewey Decimal in subject order for use with pupils and for professional development purposes. We have **History** titles such as the **How We Used To Live** Victorian series and the **Learning and Teaching Scotland - Holocaust Teaching Pack** for both primary and secondary schools; **Science and Health** titles on **recycling, sustainability, water and health** and **food**; and titles on **behaviour management** and **teaching and learning styles**.



**Finding DVDs, CDs and Videos** – You can use [Primo](#) to help you find all the materials in the **TRC**, including CDs and DVDs. Do an **Advanced Search** and select **subject** in the **any field** drop down menu on the left. Type in your topic. In the next box leave the **any field** as it is and type in CD or DVD or Video as your search then select the yellow **search** button. At the left of the results screen there is a **refine my results** section, expand the **location** tab at the bottom of this list. Tick the box at the left of **Floor 6 TRC – DVDs & Videos** or **Floor 6 TRC - CDs** then press the green **apply filters** button. This will return a list of the titles that fall into this category. If these filters aren't an option, it could mean that there are no DVDS, Videos, or CDs available in that topic. Try removing the material type from your search and refining your results to **Floor 6 TRC** to see if any of our teaching kits would be helpful.

You can also search by title in Primo and you may find it easier to go to the DVDs and Videos shelves and look at the subject area you are interested in (see **Finding TRC items** later in this guide).

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## Books and pictures

The main book collection is shelved according to Dewey (see **Finding TRC items**) in subject order. Here you will find school text-books and other books on Science, Maths, Music, RME, History etc. as well as story books, fiction and poetry. All these titles are appropriate for school age or contain photocopiable resources and class ideas for use by you in school.

You will also find pictures that you can borrow, shelved in special cabinets in Dewey subject order and according to size – large pictures are in upright white-coloured cabinets near the windows at the far end of the **TRC** and the smaller pictures are in a bin nearby.

Primo tells you whether it is a large or small picture –click on **the item title** then look at the **item details** in the **Get It** section or the **note** in the **Details** section, as one of these will tell you if it is large or small!



**Finding books and pictures.** You can use [Primo](#) to help you find all the materials in the **TRC**, including the books and pictures but you may also find it easier to find pictures by browsing them by subject. See the section below about **Finding TRC items**.

## Loan periods

Unlike the kits, which have a seven week loan period with no recall, all books, pictures, videos and project journals are borrowable as normal – for the academic year (normally until mid-May) unless recalled by another borrower. Don't forget that books and other materials (except for kits) which are out on loan from the **Teaching Resource Collection** can be **recalled** using [Primo](#) by using the **request** option.

All **TRC** items with the exception of kits and puppets can be borrowed using the self-issue machines on the subject floors and returned using the self-return machines on the Ground Floor. Kits and puppets should be issued and returned at the **Information Centre on Floor 1 where contents will be checked on issue and again on return. Please do not try and return them using the self-return machine!**

## Searching for TRC materials on Primo

[Primo](#) can be used to help find all materials, not just those in the **TRC**. Our **Teaching Resources Subject Index** will help you to find materials on a variety of subjects and, also fiction on a particular topic so, for example, you can find both factual books and stories about ancient Egypt. You can also find music. Here are some example searches:

- **Egypt: ancient history**
- **Scotland: geography**
- **Bears: fiction**
- **Animals: music**

Go to [Primo](#), open an **Advanced Search** and select **Books+** from the search for options. Select **subject** from the drop-down box and type your subject search, then select the yellow **search** button. At the left of the results screen there is a **refine my results** section, expand the **location** tab at the bottom of this list. Tick the box/es at the left of **Floor 6 TRC** then press the green **apply filters** button.

You will see a list of all of the items in the teaching collection that have **Egypt: ancient history** (for example) in their subject classification. This includes DVDs, books, music and multimedia.

The screenshot shows the Primo search interface. At the top, there are search options: 'All Collections', 'Online Access Materials', 'Books+' (selected), and 'Articles+'. Below this, there are search criteria: 'Subject contains Egypt: ancient history', 'Material Type All Items', 'Language Any language', 'Start Date Day Month Year', and 'End Date Day Month Year'. A yellow 'Search' button is visible. Below the search bar, there is a section for 'Active filters' with 'Floor 6 TRC' selected. The search results show a book titled 'The Egyptian echo' by Dowswell, Paul, published in 1997, available at Sir Duncan Rice Library Floor 6 TRC (932 D76).



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## Finding TRC items

When you search [Primo](#) your results will be listed below the search boxes by **relevance** (as decided by Primo):

- You can sort these by author, title, date – newest.
- You will see on which floor, location and **shelf mark\*** the item is held.
- If it is on loan, it will say so; if it's an electronic copy, this will also be highlighted.
- You should look out for **see all versions** which will sometimes appear if we have multiple versions of the same title, for example an electronic and a paper version.
- To see how many copies of a title there is click on **the item title** and look in the **Get It** section– you can also find **kit numbers** here and request an item that is already on loan.

**\*The Teaching Resource Collection uses a slightly different system of 'class' or 'shelfmark' from the rest of the Library. We use numbers and letters such as 823 F23, whereas the rest of the Library would use something like 823.52 FEN.**

Books are arranged by the **Dewey Decimal Classification Scheme**, just like the rest of the Library - it is just the suffixes (letters and numbers at the end!) that are different.

The main classes are as follows:

<b>000</b>	General works	<b>500</b>	Sciences and Maths
<b>100</b>	Philosophy, including	<b>600</b>	Technology, including
<b>150</b>	Psychology	<b>614</b>	Health
<b>200</b>	Religion	<b>700</b>	Arts and Recreation
<b>300</b>	Social Sciences, including	<b>800</b>	Literature, including
<b>370</b>	Education	<b>820</b>	English literature
<b>400</b>	Languages, including	<b>900</b>	Geography and History
<b>420</b>	English language		

## Further information

Access our blog and give us some feedback! [Teaching Resource Collection blog](#)

If you have any questions at all or just want to chat to someone about how best to use the resources contact **Claire Molloy**: [c.a.l.molloy@abdn.ac.uk](mailto:c.a.l.molloy@abdn.ac.uk)