



ILC Annual Review

AY 2013/14

**Khalifa bin Zayed Air College
Library & Learning Centre**

Executive Summary



Student numbers have continued to increase at KBZ and looked set to increase further in the upcoming academic year. KBZ subscribed to SpellingCity to more closely align with the practices at other HCT Campuses. This has proven popular with faculty and word lists specifically for Aviation English have been created and shared between the faculty members.

There were a number of new books and magazine/journal subscriptions added to the collection at KBZ. A large selection of materials to grow the collection further at KBZ have been suggested by numerous faculty along with KBZ's Librarian; this list was approved by the expenditure authority at KBZ and was forwarded on to the military for further approval.

Plans for a new building at KBZ are being drawn up to upgrade the facilities and expand the capacity at KBZ due to projected growth figures from the government. A new library is being included in the plans with a recommendation submitted by the Aviation Chair to expand the number of ILCs from 2 to 8 or 9! We will have to see what the final plans will be for the new facilities.

Cadets received laptops to assist with the availability of technology for use in the classroom. This will supplement the computers provided in the library and other tech-related classrooms. There are plans to distribute iPads next year for the incoming cadets which is a practice currently in-place at other campuses of HCT.

There were a large number of Military Attaché guests from over 20 different countries that visited KBZ. They specifically came into the library and visited the classes that were in the ILC. The librarian provided a brief presentation on the library and its services.

Official name of your ILC facility Library and Learning Centre

Campus student numbers AY 2013/14 448

Staffing structure

Matthew Pastula - ILC Librarian

Facilities & Services

KBZ's Library & Learning Centre has two enclosed Independent Learning Centres (ILCs) and an open area with iMacs circling a glass-enclosed meeting room, which create the heart of the facility. There is also Reading Oasis and AV viewing areas that are popular with students.

There is a booking system in place for ILC Areas in the Learning Centre and can be booked using a shared document through Google Docs. The ILC Librarian administers this document and is responsible for creating, updating and disseminating information on these bookings.

Resources

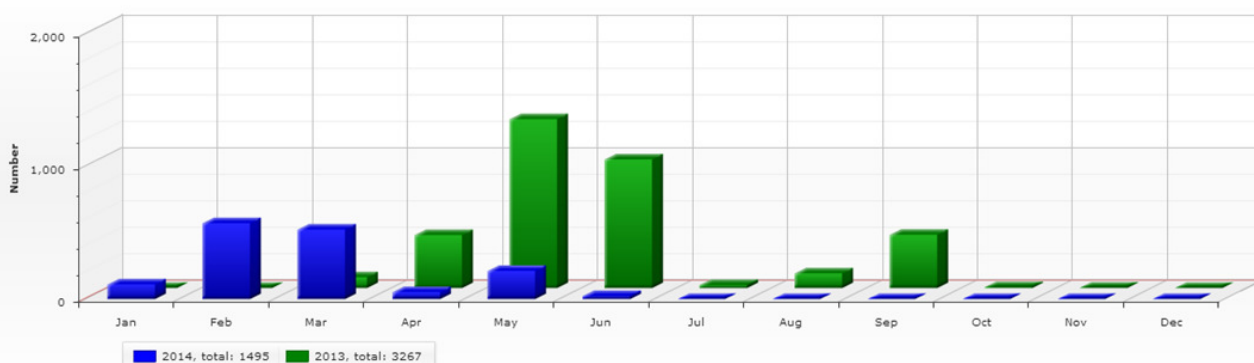
- 2 enclosed ILCs (each have 18 Windows PCs for students and 1 faculty)
- Each ILC has a smartboard with projectors recently installed
- 1 open area ILC (14 iMac stations)
- 2 PC stations attached to printers and scanners (each seats 1 person)
- 2 AV areas (seating capacity 2 each)
- Reading Oasis (seating capacity 10 with circular couch layout)

Learning Technologies

There are a number of computers and iMacs available for the students to use while in the library along with smartboards in both the ILCs. Clarity software is used to assist with the instruction of English and is trackable with individual logins for all students. SpellingCity is also now being utilized to expand the students vocabulary by creating relevant word lists. One faculty member is trialing providing online assessments within SpellingCity for grading purposes. iPads will be distributed to cadets for further integration of technology into the learning environment at KBZ.

Student Support

A number of facilities and services are provided in support of the students at KBZ. The service desk is staffed to provide reference assistance and general computer support. Clarity Software and SpellingCity are administered through the library and assistance can be requested by students or faculty. The library provides the facilities and study areas for students' group and project work.



Road to IELTS usage statistics at KBZ

Curriculum Support & Collaboration

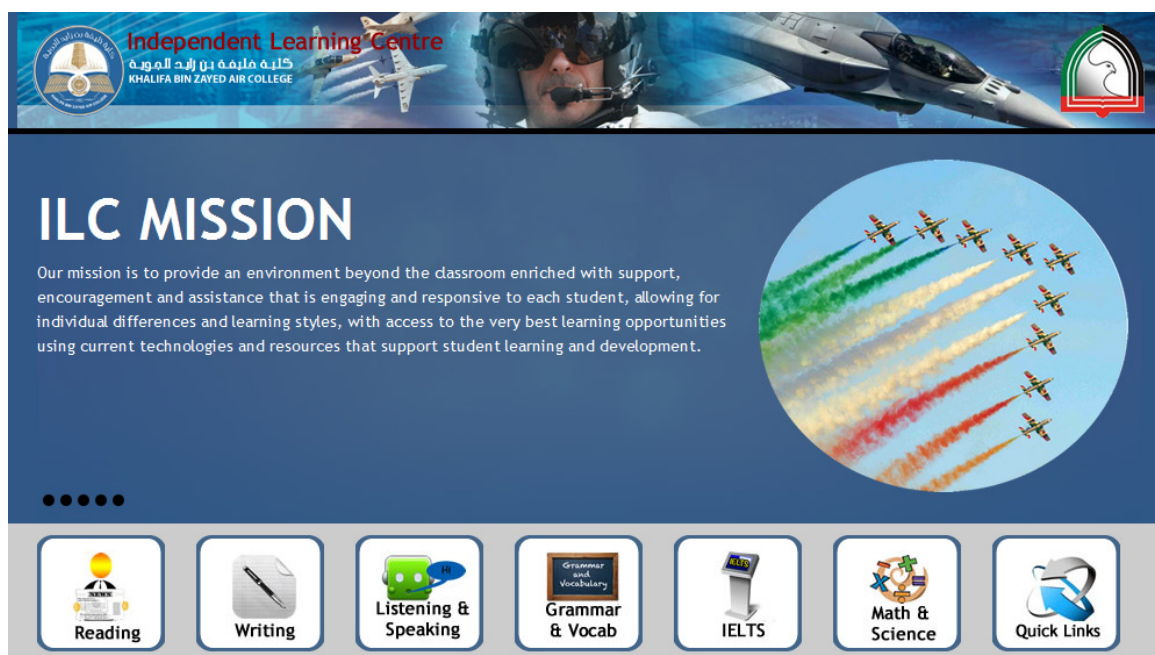
There have been a number of materials that have been purchased for the library in support of the curriculum at KBZ. A large number of aviation materials were requested and subsequently ordered. Many faculty members have suggested items to be added to the collection or topics they would like to further reading on for their students. The collection has continued to grow with support from HCT, faculty and the military.

Students may request books or other items from other campuses on their topics if no material can be found here. While KBZ's collection is relatively small compared to other campuses, every effort is made to obtain information on the necessary topics by our students. Presentations have been done showing students how to request items from other HCT libraries and assistance is always available inside the library when needed.

Another example of collaboration is the Library & Learning Centre working with the English department to get a subscription to Spelling City. The necessary quotes, paperwork and approvals were done resulting in all of the students at KBZ benefiting from their online learning material.

Promotion & Advocacy

The ILC promotes the area through display screens, continuously running slideshow display, handouts, emails to faculty and visits to other campuses by ILC staff. KBZ hosts a number of VIP tours from Military Attachés and other groups throughout the year. A recent tour had military officials from over 20 countries visit the Library & Learning Centre, spending time with students and faculty in the area. The ILC Coordinator/Librarian facilitates these when visitors come into the Library & Learning Centre.



ILC Web link(s)

<http://www.admc.hct.ac.ae/ilc-kbz/>

Community Outreach

There are regular visits by other military officials to KBZ, sometimes the guests from within the UAE or overseas. There was a group of KBZ Cadets that visited local high schools to promote the college and the UAE Air Force.

Professional Development

There are a number of departmental Professional Development offerings each year, which include the collective meetings for librarians and ILC Coordinators from all the different HCT campuses. These would provide the core of PD sessions available to the Library & Learning Centre at KBZ.

Special Responsibilities

Textbook ordering and coordination, this includes large printing orders for KBZ-produced aviation classroom materials.

Coordinating deliveries and receiving shipments to the Aviation and English departments at KBZ.

Administering the English related software programs by Clarity (Road to IELTS & TenseBusters) and Spelling City: all students must have an account created and login issues must be resolved at times.

Providing tours of the library and ILCs to military guests and other external visitors, which happen on a regular basis.

Overseeing the full library operations in addition to the ILCs as the only staff member in the Library & Learning Centre at Khalifa Bin Zayed Air College.

Goals for Next Year

With the eventual construction of the new facilities at KBZ, there will be a number of changes to the Library & Learning Centre and the ILCs that are located inside. The goal is to provide feedback on the project in order to fulfill the needs of the students' as best as possible and create a purpose-built ILC/Library area. The main goal of the area is continuing to provide excellent student-centered support services and the facilities necessary to enable student success; this will remain core goal of the Library & Learning Centre at KBZ.