

Library Personnel

Liz Herdson – Librarian

8.50 - 17.00 Mondays to Thursdays

8.50 - 15.10 Fridays

Other Library Staff

Trish Bristow - 08.00 - 08.50

Laura Martin/Tom Aberley - first half of lunch

Chris Mincher - second half of lunch

Sue Lovelace- p4

Homework Club runs in the Library after school Monday - Thursday until 17.00

*Some students act as **Student Library Assistants***

There will usually be at least one of them on duty in the Library at break and lunchtimes, and a Work Experience student on Fridays.

Services for Students

- ◆ We are open before school, during lessons, break, tutor times, lunchtimes and after school every day (except Fridays when the Library closes at 15.10)
- ◆ We will try to obtain any requests, either from our own stock or that of Schools Library Service.
- ◆ Scholastic 'Teen' Book Club – via leaflets which we ask tutors to hand out. Orders and money to Library staff, or order individually and pay online if preferred.
- ◆ Lunchtime activities include Short Scrabble, jigsaws and origami.
- ◆ Book covering service. 30p for the usual exercise books size, 40p for the larger Art books. Other sizes by arrangement.

More library information in our "Guide for Students", available on the portal.

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- ◆ CILIP (Chartered Institute of Library and Information Professionals) guidelines for School Libraries available on the school portal.
- ◆ We have several sources of electronic information - see inside for details.
- ◆ Library computers are intended for individual use, but can be used for small groups if there is no other provision. Please book in advance if possible!
- ◆ We have a set of 12 ipads. If you wish to use these for a lesson, please book them in advance with Library staff. (The booking system on the portal is for the learning zone ipads.)
- ◆ Unless you are accompanying them, please only send a maximum of 4 students to the Library at any one time, with a note signed by you!
- ◆ Library location - Floor 1, heart (pink) area near Student Services.
- ◆ Library phone ext = 2032
- ◆ e-mail: lherdson@williambrookes.com



Library Information for Staff Autumn Term 2016

We offer:

- ◆ Topic Loans
- ◆ Books and ebooks
- ◆ Group Reading Sets
- ◆ Suggested websites
- ◆ Computers
- ◆ ipads
- ◆ Newspapers
- ◆ DVDs
- ◆ Careers Library
- ◆ Newsletter
- ◆ Student Book Club
- ◆ Publishers' Reps -staffroom displays
- ◆ Homework Club

Books

We hold a stock of approximately 10,000 books, both Fiction and Non-Fiction. The book stock is supplemented by iPads with e-books, newspapers, journals, DVDs and other non-book information, including suggested websites. This gives a total of over 22,000 sources of information. In addition we subscribe to Shropshire Schools Library Service, giving us access to a further 250,000 resources.

Most **Fiction** books are labelled in accordance with **Accelerated Reader**, stored in colour and level order and are mostly housed on the low-level central shelving. The small non-AR Fiction remnant is arranged in alphabetical author order. The selection of books called 'Orange Star' fiction on one bay of the wall shelving is for older readers (Year 10 upwards). Some 'quick-reads', joke books, graphic novels and the 'My Story' series are also housed on the wall shelving. Picture books are kept in the kinderbox by the central 'window'. We have a selection of Group Reading Sets housed on the Fiction shelving near the Library desk, and many of these are AR labelled.

One of our green dump bins is used as a rolling display to highlight particular stock (*currently displaying books about our House Cities.*) Spine labels may identify Fiction books in various genres, e.g. Romance/Animal/War/Science Fiction/Horror/Ghost/Fantasy/Historical. Green stars indicate Adult level fiction, but may be borrowed by all years, and Gold star books are prioritised for use by AS/A2 English students.

Non-Fiction is classified using the Dewey system. There are two sequences – lending and reference. Some are also AR labelled; this is an ongoing project. Lending stock may be designated for short-term loan only.

Non-Book information

Book information is supplemented by:

- Useful websites suggested by 'Eclipse', our Library system which can be accessed via the Library tab on the school portal.
- Computers that may be booked by staff for class use, but their primary purpose is as a research tool for individuals.
- Our subscriptions to New Scientist, Fact File and Issues give you online access to a huge range of information - ask for passwords!
- Newspapers: We take the 'i' compact daily newspaper and the weekly Bridgnorth Journal. We keep some back copies.
- Journals also include Psychology journals, Law Review, Politics Review, etc.
- e-books on our set of ipads.
- The Careers library houses books, leaflets and prospectuses for local colleges. University prospectuses are housed in the Sixth Form work base.
- DVDs – free issue to staff and students, but we ask for a £2 deposit, returned when the DVD comes back intact! Age restrictions apply to loans.

You may book our ipads for class use, but please remember to tell us if you no longer need ipad or computer bookings.

Services for Staff

- ◆ Send your students to do research. The more warning you give us, the more resources we can find.
- ◆ Book Club – staff can order too!
- ◆ Publishers' Reps – Staff Room.
- ◆ Library induction sessions for Year 7 students by arrangement with the English Department.
- ◆ Information searches. Tell us your topic, and we'll seek out relevant books, articles and websites for you.
- ◆ Block loans for class use - but please be aware that if you empty our shelves, we will find it difficult to provide books for students to use for homework.
- ◆ **Topic boxes from Schools Library Service.** You can order these yourself, or please tell us well in advance what topics you'll be covering, so that we can do our best to provide your students with relevant resources.

Please also note that every member of **Shropshire Libraries** is entitled to **free** access to many e-resources via any computer. They also give members free online access to a huge range of newspapers and magazines. Please encourage your students to join and do so yourself too!