

Don't forget...

- NEVER REMOVE ANYTHING FROM THE LIBRARY WITHOUT PERMISSION!
- Please work quietly in the Library.
- Always make sure that items are issued to you properly, and bring them back to the desk on return.
- Bring your loans back on time.
- When browsing, please put items back where you found them.
- ASK FOR HELP IF YOU CAN'T FIND THE INFORMATION YOU NEED.

Opening times

Monday - Thursday 8.00 - 17.00
Friday 8.00 - 15.10

Homework Club is held in the Library until 17.00 Monday - Thursday.

Unless you have outstanding loans, you may now borrow up to 6 items at a time - more than any other students.

Use the Library facilities during "Homework Club" time.

The library subscribes to several publications that also have useful online resources. These are FREE and allow you to copy and paste information, illustrations, charts, etc. into your own work. *See Mrs Herdson for access details.* They include:

- **New Scientist** – useful for Biology, Physics, Chemistry, Maths, Geography.
- **Issues Online** – Relevant to Politics, Geography, PE, Psychology, Biology and RE.
- **Essential Articles** - Many subjects.
- **Fact File** - Many subjects.

We also take paper journals such as:

- **Law Review**
- **Politics Review**
- **emagazine** (AS/A2 English)



SIXTH FORM STUDENTS' LIBRARY GUIDE

Autumn Term 2016

- Who's Who
- Opening hours
- Using the Library
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- Finding information

What's in our Library?

- Information – books, papers, journals, computers, etc.
- Fiction books
- A selection of films (DVDs), mostly book adaptations, plus our Film Studies collection.

Information -

This could be a book, a pamphlet, a DVD, an e-book (available on the library ipads) or information on the Internet.

We have a small **Careers** area with information about ideas for your future – Universities, Colleges, jobs, 'Gap' year, voluntary work, different qualifications, working abroad, etc. University prospectuses are housed in the Sixth Form study area.

All students may use the Library computers. If you want to use one for school work at any time, you may book one in advance.

We take one daily newspaper, the compact 'i', plus the weekly 'Bridgnorth Journal'. Some back copies are kept for reference.

The WBS Library computerised management system, Eclipse, is accessible by all students:

<https://u013289.microlibrarian.net>

Use the search facility to see what information is held by this library. **Eclipse includes links to educational websites** which will be useful to your research. You will also be able to see which items you have on loan, and when they are due for return. If we can't supply all the books/information you need, we can order a small collection of books, posters etc. especially for you from **Schools Library Service** in Shrewsbury. This service has been particularly useful for Sixth Form Art students but may be used for many other subjects as well. View their catalogue at <https://u015706.microlibrarian.net>

Where will you find it?

Non-Fiction books are shelved according to subject. They are given **Dewey Decimal Classification Scheme numbers**. These start at 000 and go up to 999. (Some are sub-divided by decimal points.) There are displays around the Library to help you find the subject number you want - or ask for help! Please note that the Psychology section at **150** includes many **Psychology wider reading titles** supplied by Mrs Ravenscroft.

Reference books are Non-Fiction which can only be used in the Library. They are shelved separately, with "Ref" and a purple sticker on the spine, as well as their Dewey number.

Books about Shropshire/West Midlands/Welsh borders, at the end of the Reference shelves, have green stickers on the spine.

English - Please note that Shakespeare plays are at 822.3 SHAK, in alphabetical play title order. There are some **e-books** stored on the library ipads; reference use only for the time being.

A few **Fiction books** are still shelved alphabetically by author's surname, but most are now shelved according to their Accelerated Reader level. See our catalogue or ask at the desk if you want a particular book. Some also have letters or symbols on their spines; Sixth Form students should note the following:

- Gold stars on the spines. These are AS/A2 Level English Literature wider reading. They may be borrowed by anyone in the school, but Sixth Form students have priority.
- Orange stars on the spines. These are adult fiction with borrowing restricted to Year 10 and above and unless they have an AR label, they are housed in a separate section next to the Reference books.

How can you borrow it?

Just bring it to the desk to be issued to you via our computerised system.

Books are issued for 3 weeks, or longer if a holiday is due. You may borrow up to 6 items at a time.

NEVER just take an item away, even if it's just for one lesson.

To return an item, bring it to the desk to be deleted from your reader record. NEVER just put a book straight back on the shelves!! Please don't exchange our books/DVDs with another reader without coming to the Library to have the items re-issued to the other person. If your books are not returned on time, we may only allow you one loan in future - or even none at all!

Loans may be renewed if no-one else has reserved them.

Please note that we ask for a £2 deposit when loaning out a DVD. This is returned to you when you bring the DVD back in an undamaged condition.

We ask for your lanyard/smartcard while you use an ipad.

We charge for all lost or damaged items.

Who's who in the Library...

Mrs Herdson, the Librarian, is in the Library most of the day, including Homework Club times.

Ms Lovelace is in the Library p4 daily.

Mrs Bristow is on duty in the Library every day from 08.00 until 08.50.

Ms Martin/Mr Aberley and **Mr Mincher** are each on duty for half an hour at lunchtimes.

Student Library Assistants break and lunchtimes.