

## 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.
- Books are free to borrow; DVDs are free too, but we ask for a £2 cash deposit for each one you have on loan. You get this back when you bring back the DVD!
- When browsing, please put items back where you found them.
- Please don't bring food, sweets, gum or drinks (except water) into the Library.
- Make sure you **log off** when you've finished using a computer.
- We sell pencils, pens, erasers and plastic wallets and also sticky-backed plastic to cover your exercise books with.
- **ASK FOR HELP IF YOU CAN'T FIND THE INFORMATION YOU NEED.**

## Opening times

Monday - Thursday 8.00 - 17.00

Friday 8.00 - 15.30

**Homework Club** is held in the Library until 17.00 Monday - Thursday. Please note that we shut early on Fridays, so there is no Homework Club after school then.

## Who's who in the Library...

**Mrs Bristow** is in the Library from 08.00 until 08.50.

**Mrs Herdson**, the Librarian, is in the Library most of the day, including Homework Club time after school.

**Ms Martin** or **Mr Aberley** is here for the first half of lunch.

**Mr Mincher** is here for the second half of lunch.

**Ms Lovelace** is here p4 every day.

**Student Library Assistants** work in the Library at break and lunchtimes.

## JIGSAWS / ORIGAMI / 'SHORT' SCRABBLE



Don't be bored at lunchtime!



# YEAR 7 STUDENTS' LIBRARY GUIDE

Autumn Term 2016

- Who's Who
- Opening hours
- Using the Library
- Borrowing books
- Finding information
- Bargain books to buy

## What's in our Library?

- Information – books, papers, computers, etc.
- Fiction books (stories)
- A selection of films (DVDs), mostly adaptations of books or plays



### Information -

This could be a book, a newspaper, a pamphlet, a DVD or information on the Internet.

All students may use the Library computers. If you want to use one for school work at lunchtime, you may book one in advance. Always make sure you log off when you've finished so that someone else does not use the system under your name – if *they* do something wrong, we'll blame **you** and may block your computer access.

Students may use one of our **Library ipads** at break or lunchtime. These are available on a first come, first served basis and must not be taken out of the library except by Sixth Form students and staff. We ask for your lanyard with smartcard etc. when an ipad is handed over to you; this is returned to you when the ipad is returned.

We take the daily "i" compact newspaper and the weekly 'Bridgnorth Journal'. Some back copies are kept for reference.

## Where will you find it?

**Non-Fiction (fact) books** are shelved according to what the book is about. So all the sports books are together, all the poetry books are together, etc. Subjects are given classification numbers using the **Dewey Decimal Classification Scheme**. The numbers 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!

**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.

**Fiction (story) books** are nearly all shelved according to their Accelerated Reader level, but a few are arranged alphabetically by author's surname. Some fiction books have letters or symbols on their spines, indicating that they are Q/R (quick-read – fewer words, lots of pictures), gold stars (AS/A2 Level English Literature fiction; Sixth Form students have priority), orange stars (only for Year 10 and above), or Ghost/Horror/Romantic/Science Fiction/War/Historical/Sports/Fantasy/Animal stories, which have picture stickers to help you find them.

**Picture books** are kept in the kinderbox by the central Library 'window'. Some **Graphic novels, Quick Reads, Joke Books, Horrible Histories** and **True Stories** and are currently housed on the shelves to the right of these. The green stand to the right houses book displays, currently House Cities.

## How can you borrow it?

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

Year 7 students may borrow up to two books at any one time. *If these are returned on or before the date we stamp on the label*, you will be able to borrow more items as you progress up the school. *If your books are **not** returned on time*, we may only allow you one loan in future - or even none at all!

Books are issued for 3 weeks, or longer if a holiday is due.

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

**To return a book**, bring it to the desk to be deleted from your reader record.

NEVER just put a book straight back on the shelves!!

Don't exchange our books with another reader without coming to the Library to have the books re-issued to the other person.

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

**We charge replacement costs for lost or damaged books!**

We ask for a £2 cash deposit when loaning DVDs; this is returned to you when the DVD is returned to us undamaged.

### BARGAIN BOOKS TO BUY

We regularly run "**Teen**" Bookshop leaflet promotions – bargain prices! Order forms and payments in full are to be returned to library staff, not your tutor. If you or your parents want to see what sort of selections are on offer, look at the Scholastic website [www.scholastic.co.uk](http://www.scholastic.co.uk) Orders may also be placed online, with free delivery to school for you to collect. We email home when a promotion is due to take place.