

A GUIDE TO THE MAURICE EDELSTON LIBRARY FOR PARENTS/GUARDIANS

1st FLOOR – SCHOOL HOUSE



Librarian – Mrs D Luxton, BA (Hons) Hull

Assistant Librarian – Miss N Baird, MSc, UWE

"The beautiful thing about learning is that no-one can take it away from you" B.B. King

About us

Increasingly fast-paced, information-driven and noisy, our 21st century world demands that we keep up with the ongoing developmental process and become adept at processing, assimilating and evaluating information. Our Library aims to develop students' independent research and information skills, to develop good habits and self-discipline thereby reinforcing ownership and responsibility for learning and adapting to future environments.

Within our library hardcopy resources are updated to meet the demands of the National Curriculum and the stock comprises fiction and non-fiction books, DVDs, magazines, online newspapers and e-resources. Computers allow access to both the school intranet and internet and are used as an integral tool in our students' learning.

As a whole-school library we hope to achieve a balance between traditional and modern ways of learning and working. Skills and strategies can be taught in acquiring and making sense and use of information, but true learning takes place through reflection and over time. As such, in our library we make no apologies for providing a very quiet environment in which to learn, read and dream!

"Outside of a dog, a book is a man's best friend. Inside of a dog it's too dark to read". Groucho Marx

The importance of reading

Whether for academic or leisure purposes, the role of reading as a life-skill cannot be underestimated.

Hoping to foster a lifelong love for reading we are constantly updating and extending our range of fiction to suit all ages.

Please note that, unlike films, literature does not have censorship laws. We seek to provide breadth and diversity in our collections for all ages and reading abilities. Most fiction is assessed by the Librarian and a suggested age guide provided. However, please be aware that some teenage fiction can tackle strong themes and may use highly descriptive language.

The following rules and guidelines for using the Library are also posted on the school intranet.

"The more that you read, the more things you will know. The more that you learn the more places you'll go."
Dr Seuss

Using the Library

- Opening hours: 8am – 6pm.
- The Resources Room will close at 5.50pm.
- Advance notice is given should certain rooms not be available for use both during and after-school.
- Everyone is on the Library system so there are no Library cards to worry about
- The Library catalogue (Access-IT) can be accessed via the school intranet link
- Borrower Numbers and PINs are issued to everyone to enable access both in-school and externally
- Years 7-11 can borrow up to 10 books and 2 DVDs
- Years 12-13 can borrow up to 15 books and 2 DVDs
- Books can be borrowed for 3 weeks
- DVDs can be borrowed free of charge but are restricted to a one-week loan
- Renewals may be made once online via your area on the library intranet but then must be made in person
- Fines automatically accrue if you do not come and renew and/or return resources
- Fines: 5p per item per school day
- Damaged and/or lost books should be notified to the Librarians as soon as possible so that fines can be stopped
- Damaged and/or lost books will be charged at replacement value
- Loans are issued in your name and you are responsible for them. Do not pass books/DVDs on to others. Any fines/losses will be down to you
- You will be charged fines and replacement value for resources if reminders are ignored and resources not returned

Computer use

- 27 computers are available in the Resources Room . Sign in/out at the counter if you wish to use them during morning break and lunchtimes.
- PCs are for word-processing and academic research
- No games-playing (other than those available via departmental intranet)
- If you are found to be using the internet inappropriately you will be asked to sign-off

Expectations of Behaviour

To make the Library a pleasant place for everyone, please make sure that you are coming to the Library for the right reasons -

- to study
- to read
- to borrow resources
- to relax quietly

Do not make it difficult for others to work/read in the Library

- Work silently for the most part. Quiet, whispered, work-related conversation is acceptable
- No eating or drinking. Water is allowed.
- No mobile 'phones
- I-pods can be used during free time
- Years 7-11 to report in with the Librarians if visiting during lesson times

Off-games and Off-Activities procedures

As agreed with PE Staff only those with medical notes are allowed in the Library during games and activities.

Letters from home must be seen by the School Nurse. No pupil is to take it upon him/herself to come directly to the Library without seeing the Nurse.

Other things we do ...

- *Library Inductions*
- *Library Skills*
- *Berkshire Book Award*
- *Carnegie Shadowing*
- *Berkshire Book Festival*
- *Author Visits/Trips*
- *National Book Week Competition*
- *World Book Day*
- *Puzzles*
- *Displays*

