

**St. Thomas More
RC Academy
Library**



**Year 7
Library Guide**

Welcome to the School Library!

The library has a wonderful collection of over 12,000 books. It also has 11 computers with full internet access, 3 ipads and lots of topic files for you to use.

Staff - Miss Edwards



I am here to help you....please ask!!!

What sort of books are in the library?

Naturally a lot of the books are there to help with your lessons and homework projects. But there are lots of books on other topics too, such as sport, pets and fashion.

REFERENCE BOOKS - these are books that you cannot take out of the Library. They include most dictionaries, atlases, encyclopedias and the very big books. They have a **FOR REFERENCE ONLY** sticker on the spine.

NON-FICTION BOOKS - these are the information or fact books. They have a number sticker on the spine. To find the book you need, use the Subject Indexes. These are on every desk in the library.

FICTION BOOKS - these are the storybooks or novels.

They are arranged in alphabetical order of the author's surname. Most fiction books have a **Accelerated Reader Book Level** sticker on the spine to help you choose the right book for your ability.

There are sections for Junior, Young Adult and Adult fiction.

If you are looking for a "Quick Read" or "Sprint" book these are kept in labelled book boxes on the shelves.

OPENING HOURS

The library opens each morning break and lunchtime.

However if there is an Upper school lesson booked at these times the library will be closed.

Monday	8.15am -4pm
Tuesday	8.15am - 3.45pm
Wednesday	8.15am - 4pm
Thursday	8.15am - 4pm
Friday	8.15am- 3.05pm

Please note that the Library **DOES NOT** open after school on Friday afternoon.

Remember to tell someone at home if you are staying in the library after school.

Taking Books Out of the Library

You must use **YOUR** own library card.

You may take **TWO** books out at a time.

You can keep them for up to **TWO** weeks.

You must **RENEW** them if you have not finished with them.

Bring your books back **ON TIME!!!** This is very important.

If you lose or damage a book tell Miss Edwards straight away. Do not leave it until you get an overdue note.

Finding Books in the Library

There are two main ways to find the books that you need.

1. **Computer** - you can access the library catalogue by using the OPAC. This lets you search by author, title, subject or keyword.

The OPAC will also tell you if the book is available on the shelves. If the book is on loan you can ask Miss Edwards to **RESERVE** it for you.

2. **Subject Index** - this is a printed alphabetical index of subjects with their numbers.

It will help you find the correct section in the library for information books.

Look at the spine of the book to find the right number for your subject.

Still can't find your book? Please **ASK!!!!**

Library Code of Conduct

The Library is a wonderful resource for you to use - we must all respect this environment.

In the Library you are expected to follow these rules.

Keep your Library Card safe....do not allow other students to use it. A replacement card costs 35p.

DO NOT eat in the Library.
Chewing gum is NOT allowed. Bottled drinks only.

Take care of the books - do not write in them or remove pages.

Keep books dry - take special care on wet days.

Return books on time - other students may be waiting to use them.

If you lose or do not return your books you may have to pay for their replacement.

The Library computers are for SCHOOL WORK only. No Games please.

The Library is a WORK area with limited spaces - if you are not borrowing/ returning a book or doing homework/research KEEP OUT.

The Library is a QUIET ZONE - you will be asked to leave if you are noisy.

ICT in the Library

You can use the computers in the library to access the school network including the internet.

The OPAC (Library Catalogue) can be accessed from all the computers.

You can ask to use one of the iPads to access the internet.

The computers are strictly for schoolwork only—if you need a computer and there are none available...ask Miss Edwards to put you on the list. Do not jump the queue!!

DO YOU REALLY NEED TO PRINT?

Please be very careful when printing, especially if you are using the colour printer.

Do NOT print directly from the internet....copy and paste the information that you need.

Print only **one** copy of the information you need.

Photocopier- A photocopier is available for students to use. Please ask before using!

The Library computers are covered by the school acceptable use ICT policy.

Helping Out in the Library

If you like to volunteer to become a Library Helper please put your name and form forward to Miss Edwards.

Helpers work either before school, at morning break or lunchtime with Year 8 supervisors. It's a fun thing to do and you may make new friends!

Buying Books from the Library

The library runs a Scholastic Book Club. If you would like to buy a book just pick up a leaflet and order form from the library.

Each book sold earns commission for the library book fund....so we can buy more lovely new books for everyone to enjoy!

Recommending Books for the Library

Seen something exciting in a bookshop or online?? Come across a new author or series?

Read something brilliant that isn't in the school library?

Then please pass on any recommendations to Miss Edwards.

Lunchtime Activities

From time to time the Library has a special Lunchtime Club.....quizzes, book hunts, book readings, making bookmarks etc.just watch out for the dates and come all along and join in!

Getting the Most out of the Library

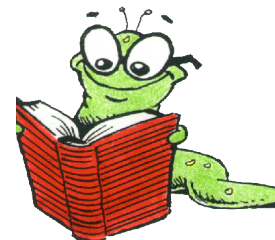
The Library welcomes ALL Year 7 students and I hope you will enjoy using it throughout your time at St. Thomas More.

Reading is not just an essential skill for school but the key to turning just information into knowledge.

It fosters ideas and broadens horizons.

It inspires you to explore and to achieve.

No matter what your ability is, there is something for YOU here.....come on in and see for yourself!!



USING THE LIBRARY AT LUNCHTIME

If you would like to use the library at lunchtime for research either using books or a computer or to read quietly you must have a Library Lunch Pass.

Simply come and collect a Lunch Pass before school or at morning break on the daynumbers are limited.

Put your name on your pass!

Please do not take a pass unless you are definitely coming to the library.

NOTE : If you just want to take a book out or return a book you do not need a pass....just show your library card to the duty staff.

