

# **BILTON SCHOOL LIBRARY HANDBOOK**

## **OPENING TIMES**

The Library is open before and after school and can be booked by staff at any time. If you require assistance during this time from a librarian, then please let them know in good time what your requirements are.

Monday: 8:30am- 4:00pm

Tuesday 8:30am- 4:00pm

Wednesday 8:30am- 5:00pm

Thursday 8:30am- 4:30pm

Friday 8:30am- 3:30pm

## **STAFFING**

Mrs Lois Weatherall is the Library and LRC Manager, working from Wednesday to Friday and Mrs Gillian Willington is the Assistant Librarian, working from Monday to Wednesday (Wednesday 8:30-12:30).

## **STUDENT USE**

### **LESSON TIME (UNACCOMPANIED)**

Students must have written permission from their teacher or head of year if they want to use the Library unaccompanied. This does not apply to Sixth Form students.

Students using the Library unaccompanied must come with sufficient work for the time they are in the Library.

If students have come from a lesson to use the Library and are not completing their work, then their teacher will be informed and they will be sent back to their lesson.

Computers must not be used for games or other non-work activities.

Staff should check the booking system or with a librarian before sending students down as it may be that the Library is fully booked for class use.

Sixth Formers may use the Library at any time, but if the Library is being used by a class they must ask the teacher of that class for permission to use it first.

Students are expected to behave in a responsible manner in accordance with classroom expectations and any student failing to do so, will be asked to return to class and their teacher will be informed of their behaviour.

### **BREAKTIMES & LUNCHTIMES**

The Library is open to students for the exchange of books and the purchase of stationery.

Computers during break time are reserved for students completing classwork/ homework/ revision.

Students may use the Library during break time for silent reading/ revision or the completion of work.

Students are expected to behave responsibly and any student disrupting the library environment will be asked to leave and may be banned from the Library for continuous disruptive behaviour.

Food and drink is not permitted in the Library, unless permission is given by a librarian. Students will be asked to leave if found with food and drink.

## **AFTER SCHOOL**

The Library is open to students for the exchange of books and the purchase of stationery.

Students are welcome to use the Library for study. If students require any support with their work, then they should ask the librarian.

Students are welcome to access the computers for their own personal use afterschool, but students wanting to complete homework are always prioritised.

## **BOOKING GROUPS/ CLASSES INTO THE LIBRARY**

The Library can be booked for classes and events by all members of staff. Bookings can be made via the library staff or on the online booking system. <https://bilton.roombookingsystem.co.uk/>. The library booking page can be found under 'meeting rooms'.

A group booking takes priority over other users (unless there are exceptional circumstances), however there is sufficient room for a class along with some individual students to use the Library. The access of such individuals is at the discretion of the librarian or member of staff who has made the booking.

## **RESOURCES**

### **NEWSPAPERS**

The Library takes one daily newspaper (Monday to Friday) – *The I: the essential daily briefing from The Independent* - and *The Advertiser* every Thursday. These are kept on or near the issue desk.

### **CAREERS AND FURTHER EDUCATION**

The Library maintains a collection of prospectuses for universities and local colleges, along with information about careers.

Mr Neil Stoddart is the Careers Advisor and is usually in school on a Tuesday and Thursday. The careers office is located inside the Library. Students wanting a careers meeting will need to arrange this with Mr Stoddart.

### **MAGAZINES**

The Library has a monthly subscription to DLT Magazines and provides magazines to certain departments. If this is something that you think would benefit your department then please contact a librarian.

### **COMPUTERS**

The Library has 10 computers for students and staff to use throughout the school day. Please note that class bookings include the use of the computers and if they are not being used by the class, then permission still needs to be attained from the class teacher to use these. Computers should be used for work, other than afterschool when they can be used for personal use, but work during this time is always prioritised.

### **PRINTER**

Both staff and students are welcome to use the library printer, however please be aware of the disruption you may be making to a class using the Library. If there is an exam in the Library, then the printer will be unavailable.

### **REQUESTING RESOURCES**

If the Library does not have a particular resource in stock, then these can be requested. Either put a note in the recommended reading box on the library desk or email Lois Weatherall.

## **RESOURCE LOANS**

Every student and member of staff has been allocated a unique barcode.

Students and staff are responsible for handling library resources with care.

Any resource that is damaged or lost should be reported to the Library immediately in order for it to be repaired. If the damage is not easily repairable, payment toward a replacement copy will be requested.

If a resource is lost, payment toward a replacement copy will be requested.

All library resources must be returned direct to the library desk.

Fiction books are usually on loan for a two-week period, but non-fiction books have varying loan periods. If staff require a book longer than the usual loan period, then they need to let a librarian know and they can extend the loan period. The due date of each resource will always be stamped on the inside the cover and resources can be renewed at any time.

When a resource is overdue then the borrower will receive an email asking for the book to be returned to the Library. Three email reminders will be sent before payment for the missing resource is requested.

## **RESERVATIONS**

All borrowers may make requests at the library issue desk to have items of the library's stock reserved for their use. Borrowers will be notified when the resource becomes available.

## **CURRICULUM SUPPORT**

### **REVIEWING AND UPDATING LIBRARY STOCK**

All Subject Leaders and their staff are encouraged to review the sections of the Library relevant to their curriculum areas and to make recommendations as to the withdrawal of unsuitable stock and the borrowing or purchase of new stock.

### **PROJECT COLLECTION REQUESTS**

The Library is able to make up Project Collections from the library stock, or teachers may make up their own collections. These are collections of books on specific topics supplied usually on a one term loan. Any teachers wishing to order a Project Collection should email Lois Weatherall.

### **LIBRARY LESSONS**

In conjunction with the English Department, all Y7 and 8 classes have fortnightly library lesson.

### **ESSAY WRITING/ REFERENCES**

The Library offers essay writing sessions and support with references. This is mainly aimed at Sixth Formers, but can be adapted for all years. If you would like to arrange a session for your class, then please email Lois Weatherall.

### **LITERACY SUPPORT**

The Library has purchased fiction and non-fiction books to help support the needs of those with reading difficulties and will continue to do so. The Library has a collection of Graphic Novels and Manga; these cover a wide range of interests and reading abilities, but some will be suitable for students with reading difficulties and appeal to reluctant readers. If there is something that you think would specifically benefit reluctant readers, then please email a member of library staff.

## **LIBRARY RULES**

Rules for the Library are the same as those in place elsewhere in the school.

- Students may not eat or drink.
  
- Outdoor coats and bags should be removed and put in the blocks on entering the Library.
  
- Computers can only be used for personal use afterschool. Computers are always prioritised for work and a student using the computer for personal use at the specified time will be expected to give it up if it is required by another student to complete work.
  
- Students are expected to behave in a responsible manner and maintain a quiet library environment.

Any student infringing on the rules will be given a warning and if they persist will be removed and may be banned.