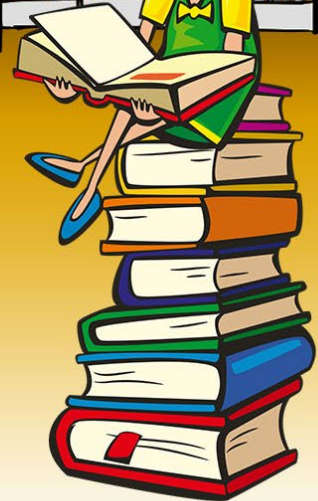
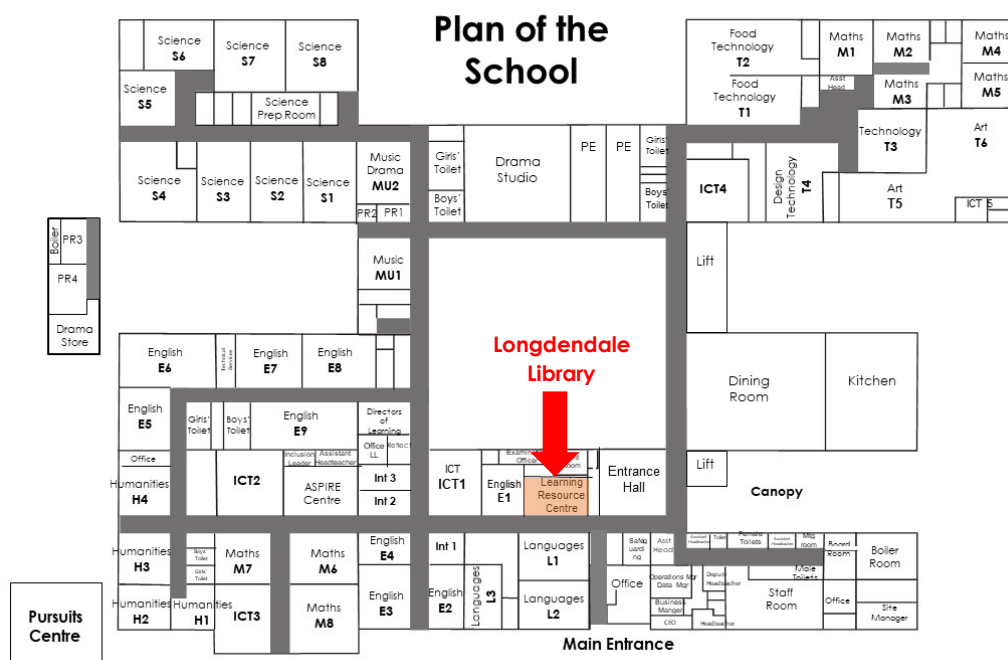


# GUIDE TO USING THE LIBRARY





# WHERE TO FIND THE LIBRARY



The Longdendale Library is located on the lowest level of school connected to the Entrance Hall in the Learning Resource Centre.

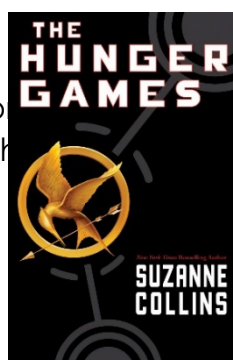
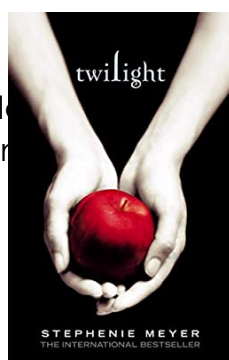
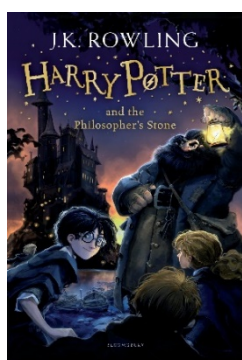
## WHEN CAN YOU USE THE LIBRARY

The Longdendale Library is open before school, during you break time, during your lunchtime and after school up until 4pm.

## WHAT CAN YOU DO IN THE LIBRARY

The Longdendale Library is available for all Students to come and borrow books, we have a wide selection of fiction and non-fiction books available as well as a great range of reference books. The Longdendale Library has also recently added graphic novels including such superheroes as Batman, Superman, Iron Man and many more...

Here is a small sample of some books available.





**CHECK OUT THE  
AUDIO CORNER!**

In conjunction with the English Department, we produce lists of recommended reading to extend the range, subject matter and challenge of reading, encouraging wider explorations of literature. By broadening reading and literacy we support the development of language, vocabulary and understanding of appropriate writing styles for a range of purposes.

We have a special collection of short stories that are dyslexia friendly and are great for Student's who prefer shorter stories. Our aim is to make reading a positive experience for everyone.



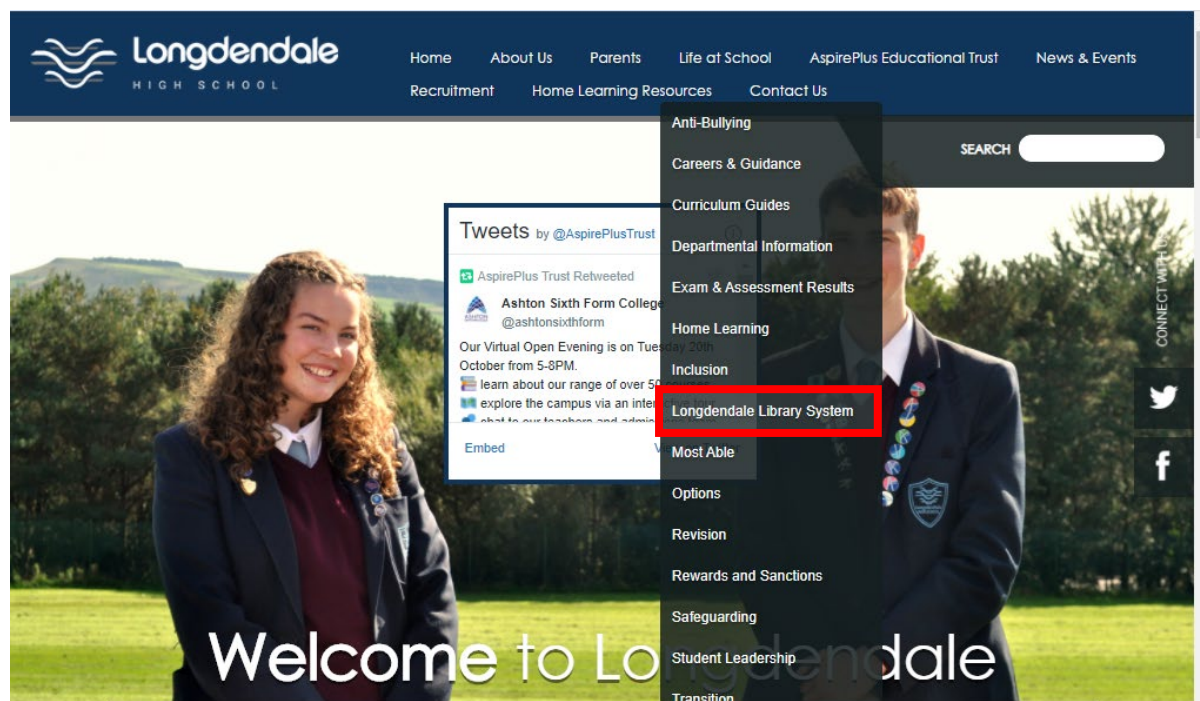
In addition to books the library has 9 computers available for Students to use either during class time as directed by a member of staff, or before and after school and during break or lunch time, when many Students use them to finalise homework or assignments.

Additionally, our computers hold a variety of the most up to date software such as Microsoft Office 2010

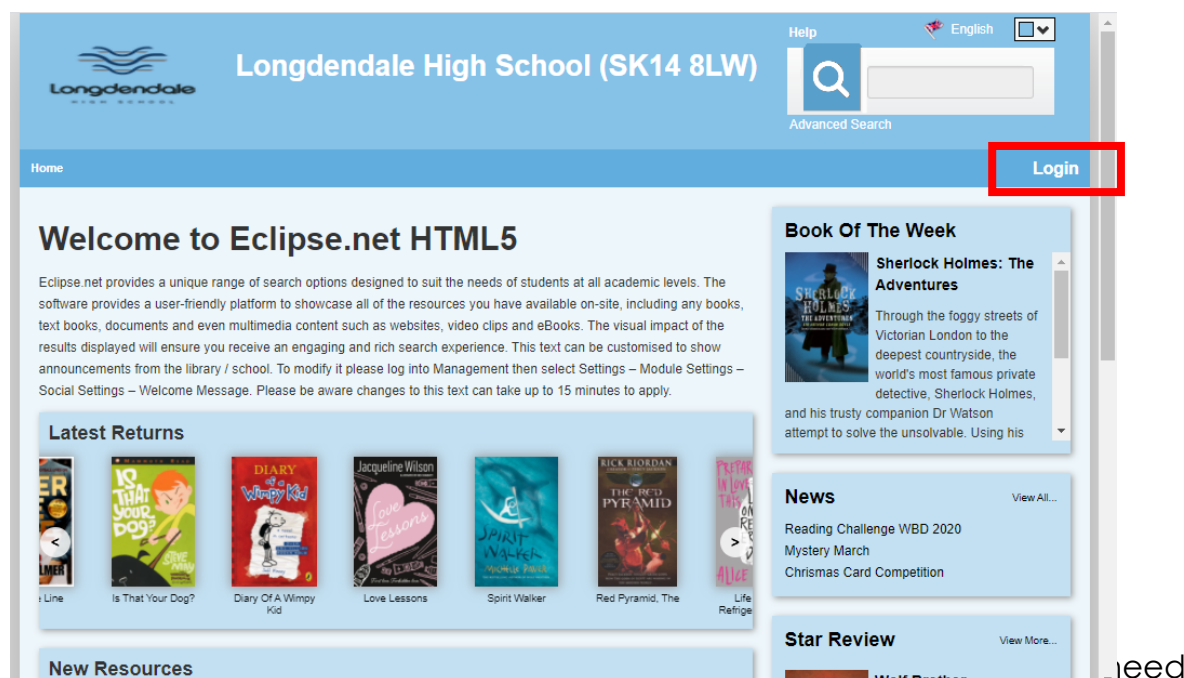
Students are able to access the library catalogue, Reading Cloud, through their school log-in. By improving access in this way, Students are able to gain the skills they will need to find information in colleges, universities and civic libraries.

# HOW TO LOG INTO READING CLOUD

First you will need to go to the school website, in the Life at School menu select **Longdendale Library System** as below:

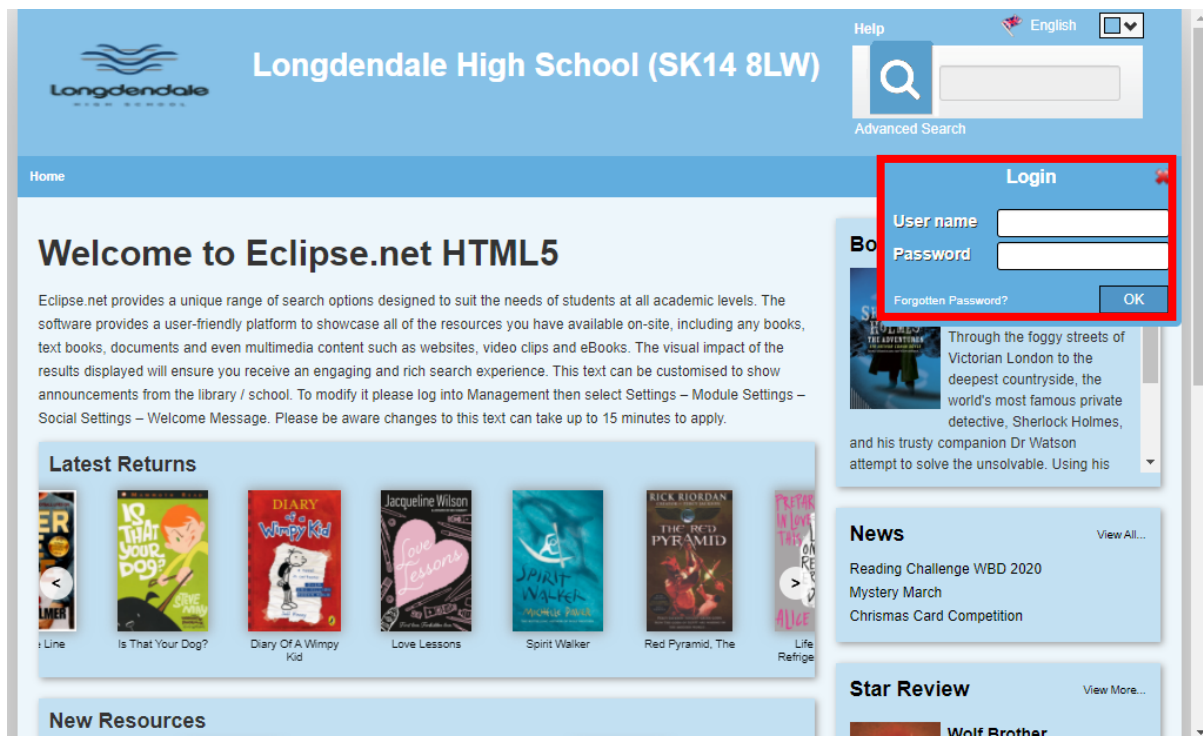


This will bring you to the Capita Reading Cloud website:



to enter your school username and password **here**, press ok to log in:





Once logged in you will be able to view what books we have available in the Longdendale Library, view your account and even leave reviews, prizes will be given out for the best reviews!

## HOW TO SEE WHAT BOOKS WE HAVE

You will be able to see what books we have available in a few different ways, you will be able to see what books **have recently been returned**:

You will

*TopTip*

You can also **search** for a book title or author that you are looking for.




# HOW TO LEAVE A REVIEW

If you like or dislike a book you read from the Longdendale Library make sure you leave a review, we are giving out rewards for the best reviews left!

To leave a review must select the book you would like to review and then select **create review**:

## Billionaire Boy



Author: David Walliams

[Reserve](#) [Add to List](#) [Take Quiz](#) [Create Review](#)

A hilarious, touching and extraordinary new fable from David Walliams, number one bestseller and fastest growing children's author in the country. Joe has a lot of reasons to be happy. About a billion of them, in fact. You see, Joe's rich. Really, really rich. Joe's got his own bowling alley, his own cinema, even his own butler who is also an orangutan. He's the wealthiest twelve-year-old in the land. Yes, Joe has absolutely everything he could possibly want.

But there's just one thing he really needs: a friend...

**Fiction** **Humorous Stories**

Rating: ★★★★★

Library Availability

- 1 Available - School Library: 1
- 0 Reserved - School Library: 0
- 2 Total Copies - School Library: 2

ISBN-13: 9780007371082

[f SHARE](#)

Added to catalogue on:	22/4/2016
Barcode(s):	03498 () 00144 ()
Classifications:	Fiction
Fiction:	Yes
Media:	Paperback
Price(s):	6.99
Published On:	09/06/2011
Publisher:	HarperCollins Publishers

This will window pop up allowing you to **write your review** and select what **rating out of 5** you would give the book, if you fill these 2 sections in and select **save**, this review will be submitted for review.

## Billionaire Boy




Rating: ★★★★★

Library Availability

- 1 Available - School Library: 1
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ISBN-13: 9780007371082

**B** **I** **T** **U** **ABC**



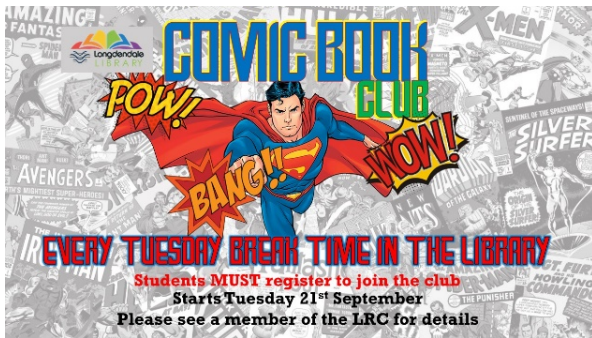
Author: David Walliams

★★★★★

[Video Review](#) [Save](#) [Cancel](#)

# EVENTS IN THE LIBRARY

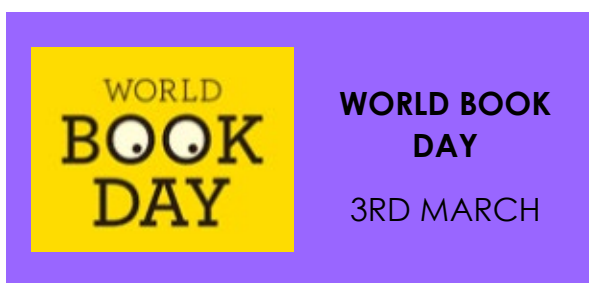
## CLUBS



**EVERY TUESDAY BREAKTIME**



**EVERY THURSDAY BREAKTIME**







## **Longdendale Library Frequently asked Questions**

### **How do I Loan a book from the Library?**

Your Tutor teacher will send Students during Tutor time after they have made an appointment with the LRC staff to attend. You will be able to visit in small groups and browse a wide range of different books. Once you have chosen your book , you **MUST** then take this to a member of the LRC staff and get the book signed out. You must not take any books/Resources out of the LRC without getting this checked out by a member of the LRC.

### **Where do I return my book?**

You must return your Library book to the returns box in the LRC and inform a member of the LRC staff. Books should only be returned during Tutor time if you have permission from your tutor teacher or you can return books during your free time.

### **Who is responsible for my Library book?**

The learner is responsible for their own Library book. Students need to ensure their library book is returned in the same condition as when you originally loaned the book out.

All books are accountable and the Library staff have system in place to identify Students loan of books. An invoice will be sent home for any lost or

damaged books and parents/carers will be charged a fixed cost of £5.00 per book.

## **Can I take my Library book home?**

Yes you can take your Library book home but you must remember that you are responsible for your book and you must take care and respect all library books on loan to you.

## **What happens if I have lost my Library Book or my book is returned damaged?**

A text message will be sent home to your Parent/Carer and you will be asked to have one last look around for your library book. If your library book is still not found an Invoice will then be posted home.

## **What if someone has the same book as me?**

We have several copies of our most popular books in the LRC to keep up with the high demand. All books are electronically stored and tracked through our very robust library system. All books have an individual code that is assigned to your Students name when these are signed out. Please make sure if someone else has the same book as you these do not get confused.

## **Do I need to book into the Library in my free time?**

Everyone is welcome to the LRC during free time. There may be times when the Library is out of use due to a class booking or an LRC break time club is on. Please check the sign on the main Library doors. If the sign says 'Open' then you are welcome in. If the sign says 'Closed' you will not be able to use the LRC.

## **How do I join a break time club?**

Please speak to a member of the LRC who will check availability and get you registered for the club.

## **What happens if I break the Library Rules?**

The LRC staff will remind you of the choice, chance, consequence steps. If a learner continues to make poor choices in the LRC they will be asked to leave and a consequence will be put in place. If a Students continues to visit the library and continues to break the Library rules the privilege of the use of the LRC will be removed.

# LIBRARY RULES



The library is to be used as a place for studying, reading and research; it is not a social area. Please follow these simple rules to ensure that the library is a pleasant place to work

The Library can have only a limited amount of Students working or researching at the same time:

- ❖ one learner per computer
- ❖ one learner per chair seated at a desk, chairs and desks must not be moved
- ❖ one person on each of the soft seats

**You are welcome to use the Library if you intend to:**

- ❖ read books quietly
- ❖ do some homework
- ❖ do some coursework or research
- ❖ choose or return a library book

**When you are in the Library, you must not:**

- ❖ talk noisily
- ❖ stand around or wander about
- ❖ disturb other Students
- ❖ bring food or drink into the library
- ❖ use mobile phones or other devices
- ❖ use the computers to play games



Please return any library books that you borrow and treat the books with care, returning items in the condition that you received them.

**YOU WILL BE ASKED TO LEAVE IF THE ABOVE RULES ARE NOT ADHERED TO**