

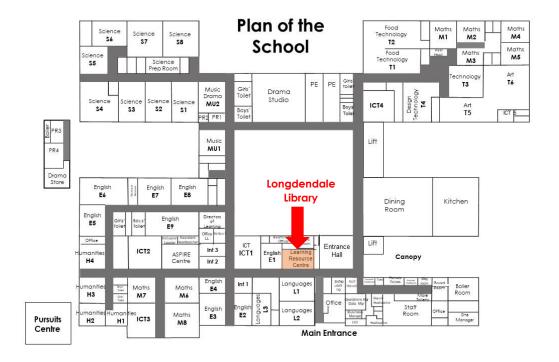
GUIDE TO USING THE LIBRARY







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

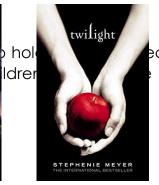
The Longdendale Library is open before school, during you break time, during your lunchtime and after school up until 4pm.

WHAT CAN YOU DO IN THE LIBRARY

The Longdendale Library is available for all learners 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.













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 learners who prefer shorter stories. Our aim is to make reading a positive experience for everyone.





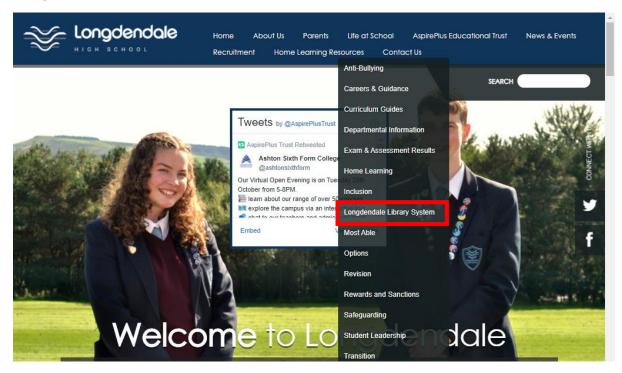
In addition to books the library has 9 computers available for learners to use either during class time as directed by a member of staff, or before and after school and during break or lunch time, when many learners use them to finalise homework or assignments.

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

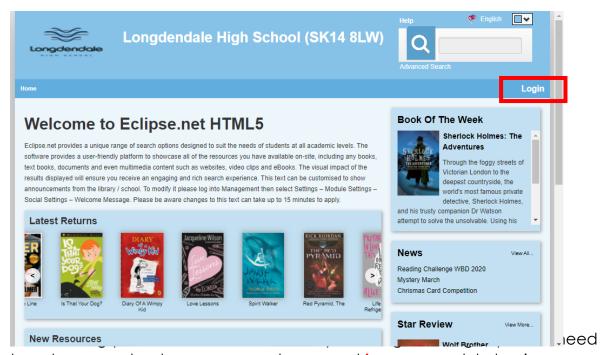
Learners are able to access the library catalogue, Reading Cloud, through their school log-in. By improving access in this way, learners are able to gain the skills they will need to find information in colleges, universities and civic libraries.

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:



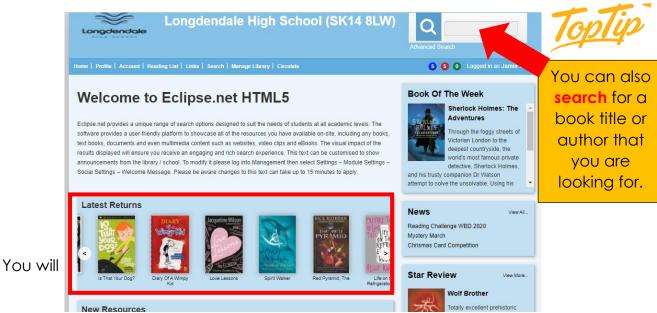
to enter your school username and password here, press ok to log in:



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!

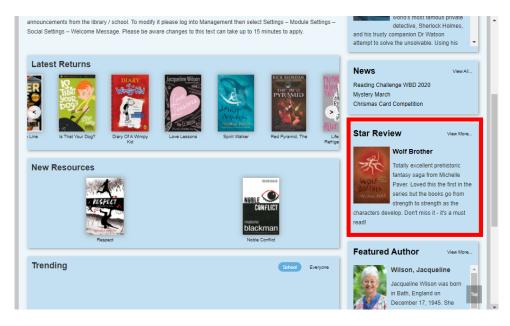
HOW TO SEE WHAT BOOKS WE HAVE

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 be able to see which books have been reviewed:





If you select **view more** you will be able to view all books that have been reviewed.

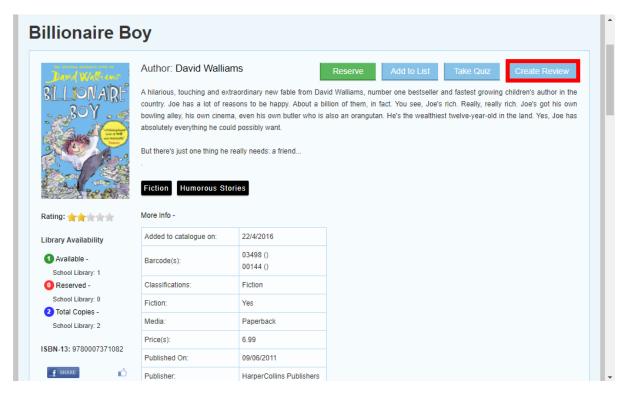




HOW TO LEAVE A REVIEW

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**:

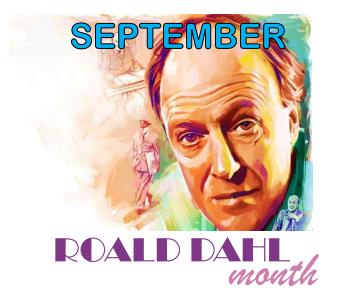


This will window pop up allowing you to **write your review** and select what **rating out of 5** you would give the book, if you fill these 2 sections in and select **save**, this review will be submitted for review.



EVENTS IN THE LIBRARY

Throughout the year Longdendale Library hosts special events and competitions, including quizzes, film viewings and tutor activities plus much more. Here are some events that are planned for this academic year:



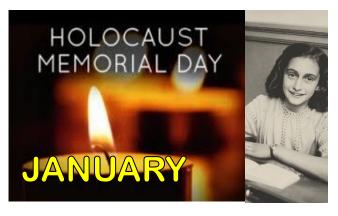




CHRISTMAS FESTIVITIES



WORLD BOOK DAY 2021



HOLOCAUST MEMORIAL DAY — EXPLORE THE DIARY OF ANNE FRANK



MENTAL HEALTH
AWARENESS WEEK



Longdendale Library Frequently asked Questions

How do I Loan a book from the Library?

Your Tutor teacher will send learners 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 <u>MUST</u> 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. Learners 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 learners 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 learners 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 learners 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 learners 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 learners
- 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