Library Loans

Our School Libraries

We are very lucky to have both an Upper and Lower school library!

Children in Year 3,4 and 5 are allowed 1 book on loan from the library at a time. You will need to return this book before you borrow another one.

Year 6, for this year, we are going to trial you borrowing 2 books at a time. This could be a fiction and a non-fiction book. If you have an overdue book, you will not be able to borrow any additional books.

Any one is able to borrow books from Mrs Healy's shelf. You can see these books on reading cloud and reserve them OR talk to your teacher or a Librarian to get adult permission to <u>visit the shelf during break time</u>.

Y3/4- Borrow books from Lower Library

Y5/6- Borrow books from Upper Library. If you would like to borrow a book from Lower Library, speak to a librarian.

Our School Libraries

Your class teacher will let you know when you have time in lessons for you to change your book. This may be every other week so to help you change your book weekly, the Lower and Upper Libraries are also open at break time. Your class teacher will have a timetable to let you know when you can visit.

At break times, librarians will be available to help you if you aren't sure which book to pick.

Please only visit the library during your allowed time so that it doesn't become too busy.

Bring your library card

Your class teacher will give you your library card. This may be kept in class, stuck in your reading record or stuck in your planner.

You cannot take out a book without your library card. You will not be allowed to tell the adult your code as this can lead to books being given out to the wrong borrower.

Return your book to the library

When you visit the library, you will see the 'Returns' box. If you are visiting at break time, there may also be a librarian who can return your book for you. Librarians will also come round during the week to collect overdue books.

Please <u>do not</u> put the book back on the shelf- this will look like the book is missing and you may be charged if we cannot find it.

Please <u>do not</u> lend the book to another child. Once it has been returned, they can borrow it themselves.

Returns in the classroom

There may be a box in your year group to put your finished books in. Your teacher will show you where this is.

Please <u>do not</u> put the book back onto the shelf in your year group or classroom. This does not count as returning books.

Please <u>do not</u> lend the book to another child. Once it has been returned, they can borrow it themselves.

Lost books

Please do not worry if you have lost a book. Speak to an adult and let them know. If you look at home and cannot find it, a librarian will give you a letter to pay to replace the book.

If a book is damaged, please let a librarian know.

Quiet voices at all time- most of the time in the library should be silent

Choose your book quietly-children are likely to be working nearby.

Libraries are also places that people often go to do work. It is important we practise moving quietly round our library so you understand what is expected when you visit other libraries outside of school.

Leave the books in the same condition and place you find them

We want you to look at and check the blurbs of books before you borrow them. Books need to be returned back to the correct shelf if you are not going to borrow them.

Books should be placed back onto the shelf to ensure they are not damaged. If you need help, ask a librarian.

Look after our books

We are very lucky to have so many books in our library. We would like as many children as possible to enjoy each book so please look after them carefully. Please use a bookmark to keep your place rather than folding the page.

If a book is damaged, please let an adult know so it can be repaired. If it cannot be repaired, you may be asked to pay for a replacement.

How to use the library in school

In our school libraries, you will see Book Tree displays on the walls to help you. These displays show what books you may like to try next based on a book or author you have enjoyed recently.

You will also see a display of author names. These names are some of the most popular authors that children borrow in our school so you may wish to try these.

How to use the library in school

Fiction books are organised alphabetically by an author's surname

For example:

David Walliams- You would need to look for 'W'

Rick Riordan-You would need to look for 'R'

How to use the library in school

Non-fiction books are organised using the Dewey decimal system. This is a set of number used to group books together that are about similar topics.

For example:

Books about Science-Look between 500-599

We have some guides in the library which can help you find specific topics and narrow down the numbers to help you find what you are looking for.

How to find a book- Online

Before you visit the library, you may want to browse to find some ideas for books you would like to borrow.

All children have access to Reading Cloud where you can search for books and see what is available to borrow.

How to find a book- Online

Log on to Reading Cloud

Go on our school website- Curriculum and Learning- Library- Reading Cloud Login

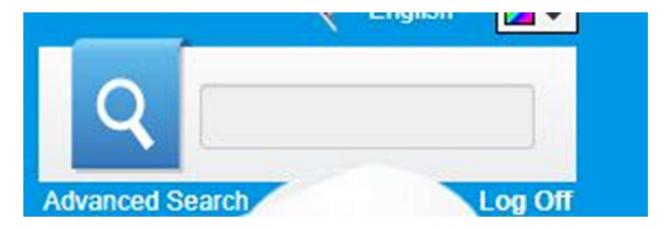
These instructions will also be on the school website for you to use at home!

Our school postcode is WS5 3HF- You must have the right school in order to log on!

How to find a book

Search for the book you would like to read using the search tool.

You can search by author, book title or key word.



How to find a book

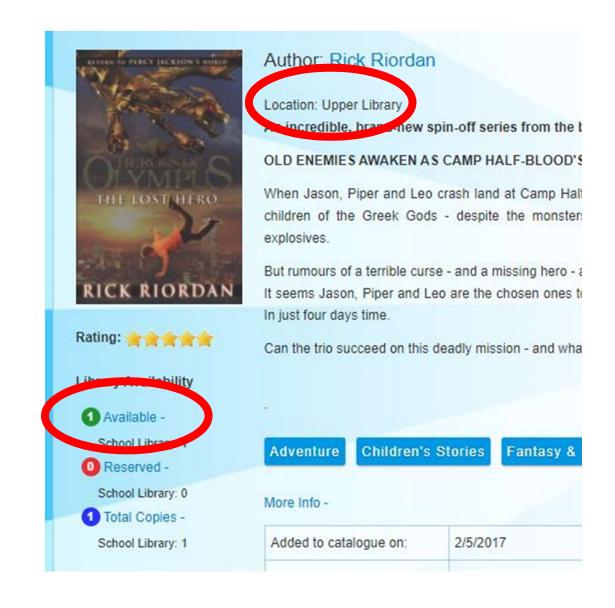
Select the book you would like to borrow by clicking on the title. You will then be able to see more information about the book including where it is located. This will help you know where in school the book can be found.

How to find a book

This book is located in the Upper Library

There is one copy available!

This is important- you may not be able to find the book if there are no copies available until it is returned.



Other ways to choose a book- Top Resources

At the bottom of the home page, you can find some suggestions. Make sure you have selected 'Our School'.



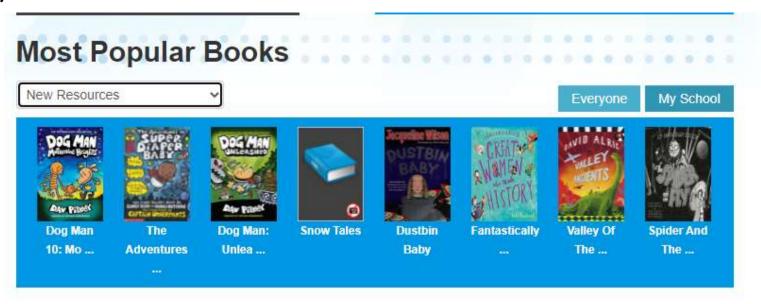
Other ways to choose a book-Latest Returns

At the bottom of the home page, you can find some suggestions. Make sure you have selected 'Our School'.



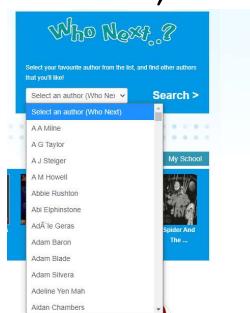
Other ways to choose a book - New Resources

At the bottom of the home page, you can find some suggestions. Make sure you have selected 'Our School'.



Other ways to choose a book – Author Suggestions

On the home page, you will also find a section where you can find new authors to try based on books you have already enjoyed.



How to reserve a book

If you want to reserve a book, you can press 'Reserve' next to the book on the library website. Please only make one reservation online at a time. It may take a while for your book to be given to you as our librarians are very busy! The quickest way to get a book is to visit at your designated break time.

You can only reserve a book if a copy is available.



How to request a new book

Write down the book you would like us to purchase. Hand it in to Mrs Amos or Miss Ragdale.

New books are displayed on the 'New In' shelves in the library.