



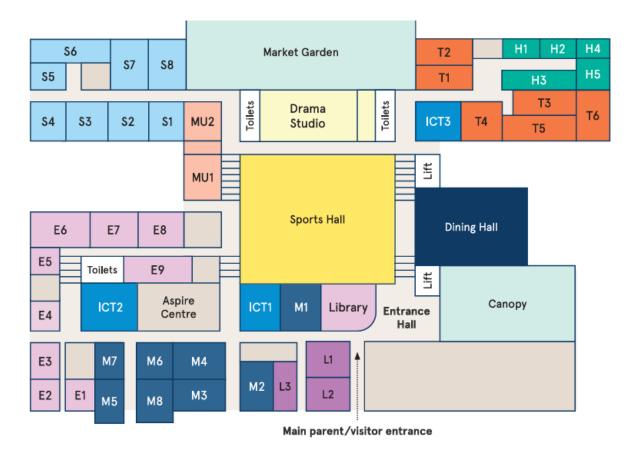
Guide to using the Library







WHERE TO FIND THE LIBRARY



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

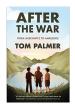
WHEN CAN YOU USE THE LIBRARY

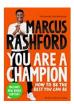
The Longdendale Library is open before school, during your break time, during your lunchtime and after school up until 3.30pm

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. We have had major works completed to provide our students with a brand new larger, fantastic learning space to use. Our new LHS Library consists of modern bookcases and soft furnishings. There are 20 state of the art, brand new computers available for students to use during break times and lunch times.

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 invested in a large number of Barrington Stoke books which support students with dyslexia. These books really capture the students and engage their interests with real-life topics that students find relevant. This special collection of short stories 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 20 state of the art 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 new

computers have the latest software and students have access to a printer so that they can print their work off.

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:

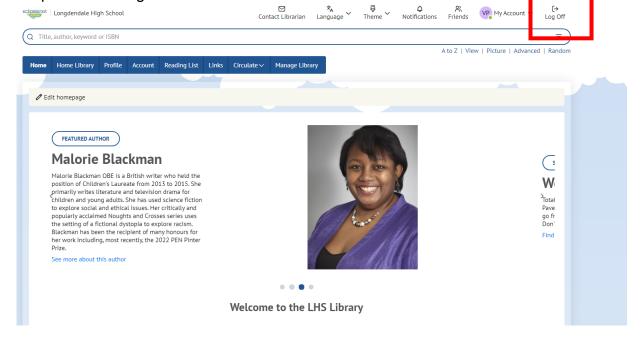


This will bring you to the Capita Reading Cloud website:



Select CLICK HERE NOW

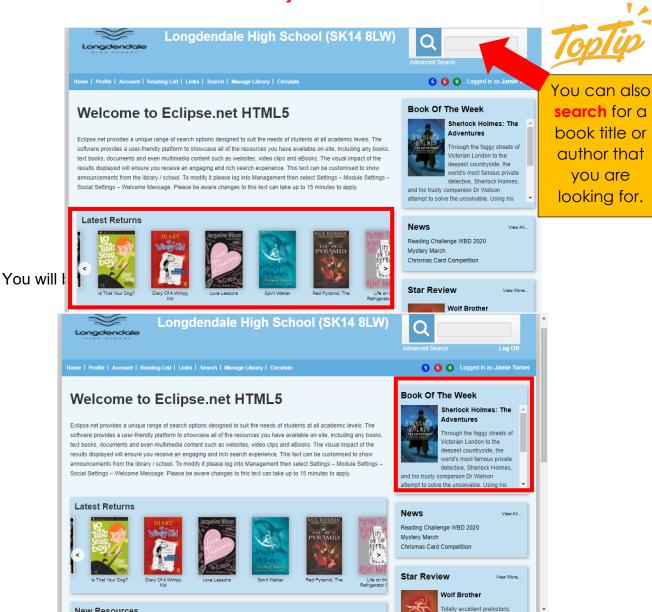
This will bring you to a screen that allows you to log in, to log in you will need to enter your school email as your username and your date of birth is your password, press ok to log in:



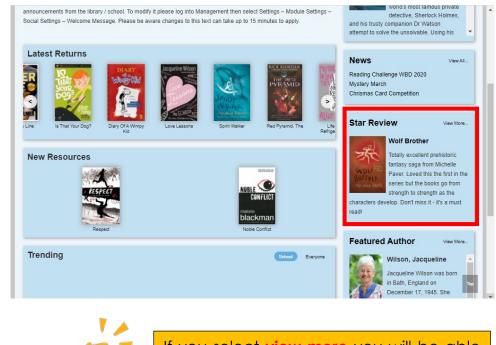
Once logged in you will be able to view what books we have available in the Longdendale Library, view your account and even leave reviews, prizes will be given out for the best reviews!

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:



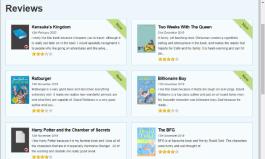
You will be able to see which books have been reviewed:





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

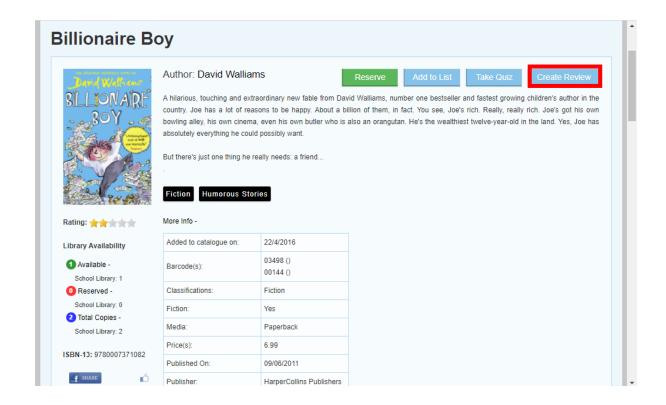




HOW TO LEAVE A REVIEW

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



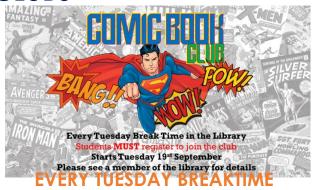
This will window pop up allowing you to **write your review** and select what **rating out of 5** you would give the book, if you fill these 2 sections in and select **save**, this review will be submitted for review.



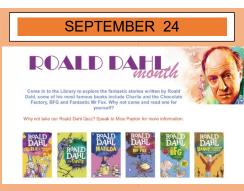


EVENTS IN THE LIBRARY

CLUBS















November 24

Non- Fiction November



BOOK DAY WORLD BOOK
DAY
6th MARCH



EARTH DAY APRIL





Famous Christmas Card

Competition

DECEMBER 24

PRIDE MONTH - JUNE 24





Author of the Month Jaqueline Wilson MENTAL HEALTH
AWARENESS





Longdendale Library Frequently asked Questions

How do I loan a book from the Library?

Your English teacher will arrange library sessions with the librarian. You will be able to visit with your class 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 library staff and get the book signed out. You must not take any books/resources out of the library without getting this checked out by a member of the library.

Where do I return my book?

You must return your library book to either the librarian (Miss Payton) or put your book in the returns box in the library and inform a member of the library staff or complete a returns slip and insert into your book. Slips can be found in front of the returns box. Books should only be returned during your library session or in your own time.

Who is responsible for my Library book?

The student 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 a system in place to identify all Students loans. 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?

An email 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 you will be charged £5.

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 library during free time. There may be times when the library is out of use due to a class booking or a 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 library. You can still return your book when the library is closed.

How do I join a break time club?

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

What happens if I break the Library Rules?

The library staff will remind you of the library expectations. If a Student continues to make poor choices in the library they will be asked to leave and a consequence will be put in place. If a Students continues to visit the library and continue 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 student per computer
- ❖ one student 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:

- follow the librarian's instructions
- 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