



## LIBRARY

**Opening Hours: Monday – Thursday 8am – 4pm and Friday 8am - 3.30pm**  
**Home Study Club: Monday – Thursday 3.05pm – 4.00pm**

The library is located in a central position in the school. All students are automatically members and can use the library before school, during break, lunchtime and after school. Computers are available for students to use for schoolwork and research. From Monday to Thursday, there is a supervised Home Study Club from 3.05-4.00pm.

### Resources

We have a wide selection of fiction and non-fiction books available, to suit different tastes and interests across the whole age range. In addition to this, we lend revision guides, periodicals, DVDs and a selection of magazines, including sport, science, film, foreign language and wildlife titles.

### Facilities

There are ten computers available for students to use for schoolwork and research. Laptops can also be loaned to students, where there is a specific need.

Printing and photocopying facilities are also available for students to use.

Students can access their library accounts through the 'Library' link on 'MyHighcliffe-Data' This shows current loans and enables students to search for, reserve and review books.

### Using the Library

**Loans:** All books are issued for three weeks. If they are required for longer, they can be renewed. If loans are overdue, no further borrowing is permitted until the overdue items are returned. Lost items must be paid for.

### Borrowing Allowances:

Years 7-9      2 loans for 3 weeks

Years 10+     4 loans for 3 weeks

Summer holiday borrowing of up to 4 books is possible for students who have no overdue loans.

**Finding Books and Information:** All Year 7 students have an introduction to the library and an Induction session to familiarise them with the resources and layout.

Fiction is arranged in alphabetical order, by author's surname and non-fiction is arranged by the Dewey system, as in public libraries.

The librarian is always happy to help with research and choosing books. A request list is available next to the issue desk for students to request books they would like the librarian to order.

**Activities:** Twice a month 'Bookies' Book Club meets in the library. This is an opportunity to discuss favourite books, and new authors and genres in a relaxed setting, over lunch. Each year we take part in the Carnegie medal shadowing scheme. New members are always very welcome.

In addition, there are regular competitions, quizzes and other events. Please check the information screens around school for the latest details of what is taking place.

Please remember!

- Please work quietly and be considerate of other library users.
- Computers are for schoolwork and research only.
- Food and drink are not permitted in the library.
- Bags must be put away in the storage facilities by the door. Phones should be switched off and stored in bags or lockers.

**If you would like help with anything, please ask!**