

Borrowing Books

You can borrow books in a number of ways:

- 1) **Borrow a book to read at the time** – find a book that you like and then just sit down and read it. At the end of the session either:
 - a) Take the book to the librarian if you want to take it home to finish reading it
 - b) Put the book in the box labelled 'To Be Re-shelved' if you no longer want to read it
 - c) Put the book in the box labelled 'Reserved' if you want to read it at another time but do not want to take it home to read. Make sure that you add a slip of paper inside the book with your name on it so that the librarians know that it is not to be re-shelved.

DO NOT just put the book back on the shelf.

- 2) **Borrow a book to read at home:** choose your book and then take it to the librarian who is on duty – either Miss Smith, at the main desk, or one of the student librarians who will be sat at the desk at the back of the Reading Zone if on duty. You will be given a date to return your book; it will be written on the label at the front of the book. Take your book home, read it and bring it back.

Returning your book: When you have finished reading it, take the book to the librarian and make sure that they return the book on the library system.

Renewals: If you don't finish your book in the time given you can always renew it. Just take the book along to the librarian and ask them to renew it for you. Simple!!

Do not leave your book lying around in the LRC, always take it to a librarian.

If you are late in returning a book you will be sent an email/message on Teams asking you to return it straight away.

If the book is not returned after the email reminder then you will be contacted in person; if the book remains unreturned, an email will be sent to parents.

Rules

As in the rest of the LRC the following rules need to be followed:

No eating

Only drink water

Quiet reading only – no homework, no revising, no studying, no pens allowed

No chatting/talking

Suggesting Books

If there is a book that you would like to see in the LRC (fiction and non-fiction) then add the details and your name to a Suggestions Slip; pop it in the suggestions box and we will try to get it for you and the Reading Zone. The suggestions box can be found downstairs on top of the resources cabinet.