

## **The Clarendon Academy Library: Information for new students**

### **When is the Library open?**

The library is open from 8.30 am until 4.00 pm

You are welcome to come here at any break or lunchtime to read or to complete homework. You can also use the library and computers after school until 4.00pm.

In Year 7 and 8 you will also come here for your Understanding Our World lessons

### **Who is here to help me?**

Mrs Lakin is the Library Manager

Mrs Chapman and Mrs Henderson are the library assistants

### **What can you do in the library?**

You can borrow books

You can use computers to do your homework—any break time, lunchtime or after school

You can complete your homework at one of the desks

You can buy stationery

You can be inspired by one of our colourful displays

You can sit and 'chill'

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### **How do I borrow books?**

Bring the books you have chosen to the library desk and a member of the library staff will issue them to you. We do not use library cards so there is nothing else you need in order to borrow a book. Please do not lend your library book to a friend or leave it in a classroom.

### **How many books can I borrow?**

You can borrow two books for a loan period of two weeks. The date is stamped inside the book so you know when to return it.

### **My book is due back but I'm still reading it. Can I renew it?**

Come into the library and ask. Unless another student has requested it the book can be loaned for a further two weeks.

### **Where do I return books?**

It's really important that you bring anything you have borrowed to the library desk. If a member of the library staff is not at the desk there is a red box on the counter to put returned books in. Please do not put books that you have borrowed back on the shelf.

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### **How do I find out if the library has a particular book?**

The library catalogue can be accessed through any computer in school. Click on the library catalogue icon on the desktop. Log in with your computer username and password.

### **A book I'd like to read is on loan. Can I reserve it?**

Yes. Search for the book in the Library catalogue. From there you will be able to reserve it.

### **My books are overdue. What do I do?**

Don't worry; there are no fines for overdue books. Come to the library desk. If you are still reading it the book can be renewed.

### **What do I do if I've lost a book?**

Come to the library and speak to one of the library staff.

### **Can I suggest a title for the library?**

Yes. Email us at [librarian@clarendonacademy.com](mailto:librarian@clarendonacademy.com)