



BORDEN GRAMMAR SCHOOL

LIBRARY HANDBOOK

GUIDE TO THE LIBRARY AND ACCELERATED READER

STATIONERY SHOP

**READING
BOOKS**

ACCELERATED READER

MAGAZINES

MANGA

PRINTERS

LOCAL HISTORY

What's in your library?

BIOGRAPHIES

HOMEWORK CLUB

HISTORIC NOVELS

**GRAPHIC
FICTION**

CARREERS

**REVISION
GUIDES**

ATLASES

NON-FICTION

COMPUTERS

D
I
C
T
I
O
N
A
R
I
E
S



Books in the library are generally **fiction/stories** or **non-fiction/information**.

There is a main **non-fiction** section where most of the subject information books are. These books are arranged in number order. Each subject has it's own 'class' or 'Dewey' number and these books are organised on the shelves by their class number ranging from **0 to 999**. Reading Cloud is the library software programme that can help you find what you need.

There is a '**Reference**' section, including dictionaries, encyclopedias etc. These books are also in number order.

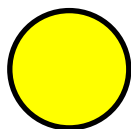
Other **non-fiction** sections include '**Careers**', '**Revision Guides**' and '**Biographies**'.

Fiction (story) books are in many sections of the library. The main ones are '**Fiction A - Z**', '**Hardback Fiction**', '**Young Adult**' and '**Adult Fiction**'. Others include '**Manga**', '**Graphic Novels**' and '**Short Stories**'

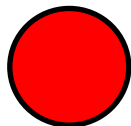
There is a wide selection of **Accelerated Reader** titles to choose from.



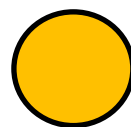
The books are arranged in alphabetical order, each with a coloured dot on the spine to indicate the Book Level:



YELLOW ZPD 4.0 - 4.9



RED ZPD 5.0 - 5.9



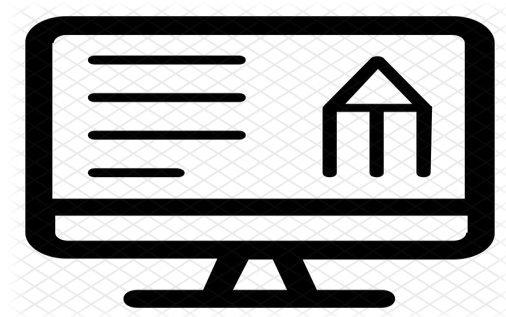
GOLD ZPD 6.0 - 13.0

All library resources and information can be viewed on all school networked computers via the Reading Cloud software



Please ask permission to use the computers in the library outside of lessons. They are for school work, research and homework - not for playing games.

The school operates an 'Acceptable Use Policy' for using the Internet and school network. You and your parents will be expected to sign and return this.



Library pages and Accelerated Reader can be accessed via Google Chrome

FIND OUT WHAT YOU WANT TO BORROW
(Use [READINGCLOUD.NET](https://www.readingcloud.net) or browse the library or ask)



HAVE ITEM(S) ISSUED & STAMPED AT THE ISSUE DESK
(see the librarian or student librarian)



LOOK AFTER THE ITEMS WHILE YOU HAVE THEM
Years 7,8,9,10,11 can have up to 3 items for 2 weeks
Years 12 & 13 may have up to 6 items for 2 weeks



RETURN THEM ON TIME (due date is stamped on the item)
OR SEE THE LIBRARIAN TO RENEW THEM



MAKE SURE THE ITEM IS SCANNED BACK IN AT THE DESK

YOU ARE RESPONSIBLE FOR ANY ITEMS YOU BORROW
YOU WILL HAVE TO PAY FOR ANY LOST OR DAMAGED ITEMS

RESTRICTIONS: Year 7 & 8 pupils are unable to borrow Young Adult books unless they bring in written permission from their parents/guardians-see the librarian for details and a letter to get signed.

There are also a few items which can only be issued to UPPER school students and staff - please be aware of this



Accelerated Reader®



You will be given your ZPD/Reading Range at the start of every term after you complete your STAR reading test.



Choose books with Book Levels at the low end of your Reading Range to get started



Strive to achieve 90% or more in every quiz you take



Books with Book Levels from the middle of your range should be more demanding, but OK for you



Return any book you are not enjoying reading and ask for help with your next choice



Titles with Book Levels at the top of your Reading Range should be challenging



Monitor your progress by logging in to AR regularly



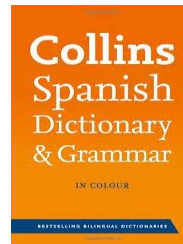
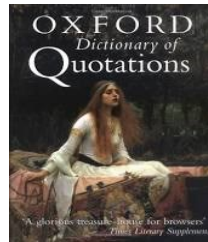
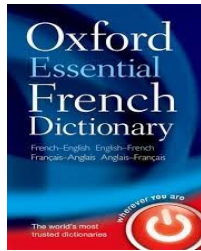
Share your achievements and success at home by logging in via AR Home Connect



Enjoy being rewarded for your progress and successes



There are magazines, sets of encyclopaedias, foreign language dictionaries, books of quotations and many more useful resources



Library news is available on the schools website and Twitter at @Bordengrammar. Any ideas you may have will be most welcome.

Look out for special events, displays and competitions in your library.

Remember - you can use the library to broaden your horizons as well as your school work

Look out for 'Book of Week'

You can view past BOTW's on the school website





Now you should have some idea of how to use your school library.

Remember, the more you use it, the better you will be at finding things ...
AND

IF YOU ARE UNSURE OF
ANYTHING

JUST ASK!



Please REMEMBER, most items in the library are in some sort of order and need to be kept in the right place. If you just pick something off the shelf to look at and don't want to borrow it, please leave it on the returns trolley next to the issue desk so it can be put back in the correct place.

LIBRARY OPENING TIMES

BREAKTIME - open 10.20 am - 10.40 am

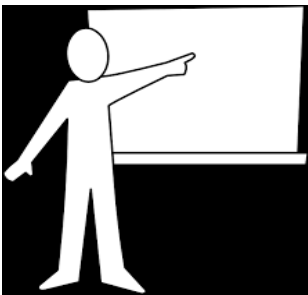


LUNCHTIME 1 - open 11.55 am - 12.40pm

LUNCHTIME 2 - open 1.10pm - 1.55 pm

AFTER SCHOOL - **HOMEWORK CLUB** - EVERYDAY

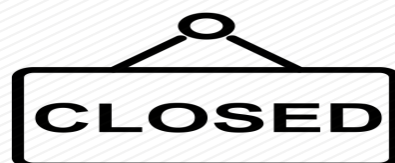
Open 3.15 pm - 4.15 pm



To work in the library during lesson times or registration you will need written permission from your teacher or tutor

Sometimes the library is closed for meetings, exams etc,

So before you go in ...CHECK the sign on the door!



CODE OF CONDUCT

Please remember when you use the library:

- 1. THE BOOKS ARE IN ORDER SO PLEASE KEEP THEM THAT WAY**
Books taken off the shelf can be left on the returns trolley but borrowed items must be returned to the desk.
- 2. Food and drink should not be consumed in the library**
- 3. Sensible behaviour is expected**
- 4. Speaking quietly allows others to read or work and mobile phones are not to be used.**
- 5. Taking good care of the furniture ensures a pleasant environment**
- 6. Books need careful handling or they fall apart. Be careful with food and drink in your bag too.**
- 7. Politeness to staff and each other is expected**
- 8. Books need to be returned on time to enable others to use them**
- 9. Tuck your bag under the table and hang your coat on the back of your chair. It is important that you don't block the walk ways or cause a trip hazard**
- 10. If moved, chairs and tables need to be put back before you leave**

