

How do I know what's new in the library?

New books are usually put on display around the library and you can also search Access it for recent additions.

If there is a particular book you would like, put a note in the suggestion box or let Mrs Hargreaves know and she will try and buy it if it's suitable for the school library.

Recommendations for new books are always welcome along with donations.



Library Opening Times

Monday	8.30-4.15
Tuesday	8.30-4.15
Wednesday	8.30-4.15
Thursday	8.30-4.15
Friday	8.30-2.30

You may also use the library at break and lunchtime

Renewals

See Mrs Hargreaves or pupil librarians

Overdue Books

You will be notified via a slip in your form bag—act immediately on your reminder.

Lost or Damaged Items

Replacement cost is always required. If you have lost or damaged a book see Mrs Hargreaves immediately.



Learning Resource Centre

An Information Guide For Users

Manager
Mrs R Hargreaves

What may I use the LRC/Library for?

- ♦ To read, research or study quietly for school or pleasure.
- ♦ To borrow fiction & non-fiction books
- ♦ To search for books and information via Accessit
- ♦ To use a computer for schoolwork and research
- ♦ To buy stationery.

Are there any rules in the library

Yes, school rules apply in the library too. Mobiles phones must not be used without permission.

How do I join the Library?

You automatically become a member when you start Ribblesdale School and you do not need a card. Simply choose your book and take it to the desk to be issued. Do not take books away from the library without checking them out.

What am I responsible for?

You are responsible for all the items you borrow. The replacement cost is charged for lost or damaged books. Do not lend anything you have borrowed to a friend. Do not leave returned items on the desk, make sure they are discharged by a member of library staff.

How many books may I borrow?

Up to 3 books, fiction or non-fiction for 2 weeks. Always look at the date stamped in the book. It is your responsibility to return your books on time.

What if I want to keep them longer?

Unless someone else wants them you may renew your books for a further 2 weeks. Always see Mrs Hargreaves or a member of library staff.

Can I check when my books are due back?

Yes you can check your library account by logging onto Accessit, the library computer system, or ask at the desk. You can also reserve items and search for resources.

Can I do my homework in the Library?

Certainly! You can do this at break, lunch and after school till 4.15

May I eat or drink in the Library?

No! If you do you will be asked to leave.

Can I use computers in the library

You can use your personal computer for school work only and you must not play on games. There are additional computers in the library and if you wish to use one of these please ask at the desk.