

Stromness Academy

Library Guide



New to the school?

Forgotten how to use the library?

Need reminding on what the library has?

Library Web pages can be found on the school website at:

www.stromnessacademy.org.uk

Library Blog can be found at:

<http://tinyurl.com/Library-StromnessAcademy>

Library Twitter Feed:

Lib@StromnessAcademy — [@LibrarySA](https://twitter.com/LibrarySA)

August 2019

Mrs F. Sinclair, BA(Hons). MCLIP. Librarian

Stromness Academy Library, Stromness, Orkney, KW16 3JS

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Email: frances.sinclair@glow.orkneyschools.org.uk

STROMNESS ACADEMY LIBRARY

AN INTRODUCTION

The centrally located library was opened in 1987 and is managed by a full-time chartered Librarian, Mrs Frances Sinclair, who has been in post since 1992.

It supports the curriculum providing a range of resources from its own collection and from the Orkney Library that provides a support service.

Attractively designed on two levels, it holds approximately 6500 book and non-book resources. The Lower Library is arranged in four distinct sections: Reference, Non-fiction, Senior Fiction and Fiction. The Upper Library houses the Careers Section. It is a silent study area mainly for 5th and 6th year but other year groups may use it with permission.

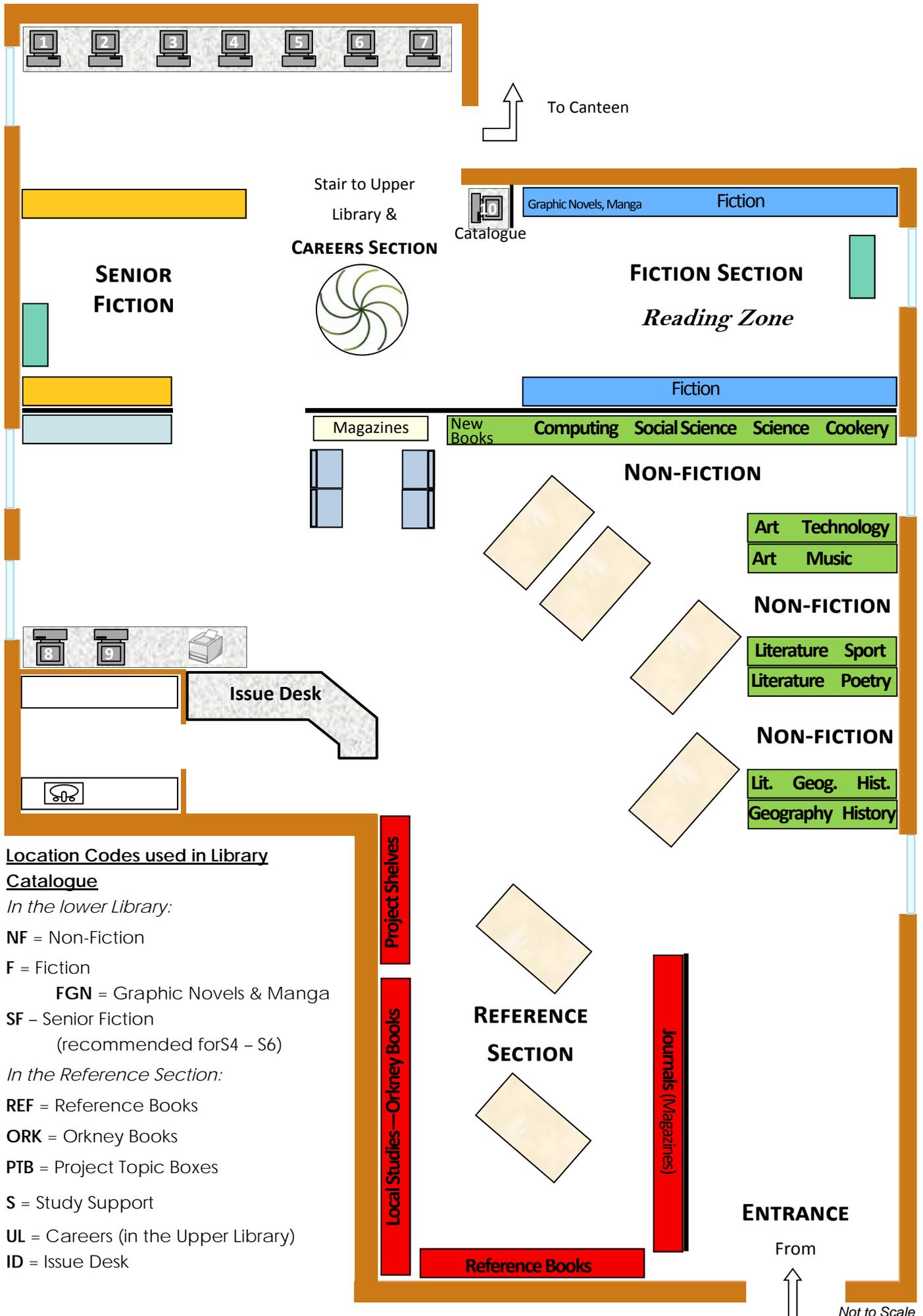
The library has a welcoming atmosphere that is conducive to study, research, leisure reading and computer use.

Use of the Library

The library is used before classes start, during class time, lunchtime and after school. Departments send pupils as necessary with them coming individually, in groups or as a whole class. The Librarian is usually on hand to help pupils or staff with research if appropriate.

1st and 2nd year pupils have timetabled library time once a week when they can borrow books or sit and read quietly. 1st year are taught Library and Information Literacy Skills which will help them to become independent library users and learners. Other year groups / departments also use the library on a regular basis to support study and the curriculum. Information Literacy lessons can be offered on request.





Location Codes used in Library

Catalogue

In the lower Library:

NF = Non-Fiction

F = Fiction

FGN = Graphic Novels & Manga

SF – Senior Fiction

(recommended for S4 – S6)

In the Reference Section:

REF = Reference Books

ORK = Orkney Books

PTB = Project Topic Boxes

S = Study Support

UL = Careers (in the Upper Library)

ID = Issue Desk

Accommodation and Facilities

Study Space: Upper Library – 35 individual places / 4 @ large table
Lower Library - 34 places

Computers: 11 PCs for general access.
Printer: Colour laser printer

Stationery: The library can provide the loan of pens; pencils; rulers; glue; etc. to anyone who needs them. There is also a limited supply of blank and lined paper.

Resources

Approx 6200 books
Local newspaper - *The Orcadian*
Magazines – mostly donated ones
11 PCs with Internet access
Small collection of audio books, DVDs

Special Collections

Orkney Books - books on Orkney, by or about local authors / people. Also includes some on Shetland.

Health Information - books and leaflets on a health theme.

Study Support - situated in the Reference Section. Contains resources to help with studying, exam technique and revision. Also includes past exam papers.

Staff

Chartered Librarian - **Mrs Sinclair** BA (Hons). MCLIP.

Team of voluntary pupil helpers

The Librarian is available to help you with your use of the library, computers, research.
You may also make suggestions for new books.



WHEN CAN I COME TO THE LIBRARY?

Before registration

During classes - get permission from your teacher

Lunchtime

After School - get permission from the Librarian.

Opening times:

Opens: **8:35am**

Please don't queue outside library before 8:35am

Volunteer pupil library assistants may come in from 8:30 to help.

Closes: **4pm** Mon, Wed, Thurs

4:45pm Tues

3.00pm Friday

Closing times might vary throughout the school year. Keep an eye on the daily bulletin or library notice board (just outside the library) for changes.

The library is **CLOSED**: during **Morning Interval**

when the Librarian is on lunch break:

1:15– 1:45pm Mon – Thurs

The Librarian is usually in the library during lesson periods and is available if you need any help.

If the Librarian is not available carry on with your work quietly. She shouldn't be away longer than 5 or 10 minutes unless a notice states otherwise. Please don't remove books or other resources from the library when the Librarian is not available.

HOW DO I GET TO THE LIBRARY?

Before classes and during **class time** you should use the **English Corridor** entrance - this is the main entrance to the library. Remember to remain quiet in the corridors.

At **lunchtime** you should use the door from the **canteen**. The English Corridor is out-of-bounds at this time. (Those with mobility issue may continue to use the main entrance.)

Behaviour Expectations:

Students will be expected to:



- ◆ Visit the library to read, use resources, study, do research or use computers.
- ◆ Use the Upper library for individual private study. Pupils are expected to work in silence. (During Lunchtime the rule of silence may be relaxed slightly in keeping with the atmosphere in the Lower Library. Pupils may discuss their work quietly.)
- ◆ Enter and move around quietly and calmly.



- ◆ Behave calmly and quietly and be considerate of other users [staff or pupils].
- ◆ Leave schoolbags along wall inside the entrance.
- ◆ Keep food, drink, and chewing gum out of the library. Keep water bottles in school bags.
- ◆ Ask permission to use mobile phones for educational purposes (eg. calculator, reading an eBook, photographing information) only – set them to silent or ‘flight mode’, otherwise, switch off completely and keep out of sight. You should not make or receive calls / texts with mobile phones in the library – turn these functions off by setting to flight mode. You may listen to music in the Upper Library— use headphones but keep turned down to prevent white noise disturbing others.
- ◆ Have the relevant equipment (pens, jotters, books out and ready for work.
- ◆ Have your library card and planner with you.
- ◆ Get all resources issued by the Librarian before taking them out of the library.
- ◆ Follow all instructions given by any member of staff.
- ◆ Keep discussion quiet and on topic or do silent reading / study (as appropriate).
- ◆ Ask permission before using computers or Careers Section.
- ◆ Sign on and off the computers in the logbook on the issue desk.
- ◆ Leave furniture where it is.
- ◆ Leave the library neat and tidy with chairs tucked under tables and resources put away in correct place.

BORROWING BOOKS

HOW MANY BOOKS CAN I BORROW?

1st - 3rd year = **FOUR** books.

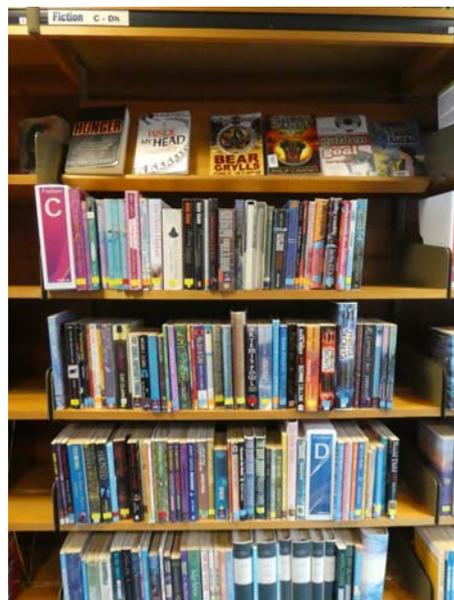
3rd - 4th year = **SIX** books.

5th & 6th year = **EIGHT** books.

Staff = **TEN** books



If you are a really keen reader, you may get more books out. Please ask.



HOW LONG CAN I HAVE A BOOK FOR?

Depends on the type of book:

Fiction & Non-Fiction:

1st - 2nd yr = up to **FOUR** weeks.

3rd - 4th yr = up to **FOUR** weeks.

5th & 6th yr & **Staff** = up to **EIGHT** weeks.

Reference = **ONE** period

Orkney Books = **THREE** days

Short Loan (Project books) = **ONE** day if school library books / Reference only if Orkney Library books

All books must be returned or renewed **before** any holidays.

HOW DO I BORROW A BOOK TO TAKE HOME?

Please present your **LIBRARY CARD** (or barcode in planner) **when borrowing books.**

Take the book(s) to the Issue Desk and ask the Librarian to issue and stamp the book. You will need your library card every time you come to borrow books.

The school code of conduct states that you should "be equipped for every lesson". That includes bringing your library card to the library!

Lost or damaged cards should be reported to the Librarian.

You will be asked to pay for replacing them. Replacement cards cost £1.

At the beginning of each session, S1 will get new library cards. S2—6 will be given barcode labels to stick in their planner.

HOW TO I BORROW A BOOK FOR ONE PERIOD ONLY?

Do exactly the same as you did for taking a book home.

When you return the book put it in the box on the Issue Desk and **tell the Librarian** you have done so or **hand directly to the Librarian**.

WHAT ABOUT REFERENCE BOOKS?

Sometimes you may be allowed a special short loan. Take the book to the Issue Desk. You will be able to have the book on a day loan or 3-day loan depending on the book.

You should always ask the Librarian to issue books to you!

HOW DO I RETURN A BOOK?

Return books **ON** or **BEFORE** the return date.

When you return a book you should:

leave the book in the box on the issue desk

AND

tell the Librarian you have returned a book

OR

Hand the book directly to the Librarian.

DON'T leave it lying on a table - it might get lost.

DON'T put it on the shelving trolley.

DON'T put it back on the shelves.

Pupils should tell the Librarian when they return books.

If the Librarian is not available, please come back another time to return your book.

Books returned when the Librarian is not available to process them immediately may still be deemed to be the responsibility of the pupils or staff if they subsequently go missing.

REMEMBER! TELL THE LIBRARIAN YOU HAVE RETURNED A BOOK



WHAT HAPPENS IF I HAVEN'T FINISHED A BOOK?

If you haven't finished a book by the return date ask the Librarian to **renew** it. You should bring the book to the library to get it renewed.

WHAT HAPPENS IF I FORGET TO RETURN A BOOK?

You will get a verbal reminder, then a written overdue notice. Your Register, Guidance or English Teacher will give it to you. If you get one, RETURN or RENEW the book **IMMEDIATELY** (Bring the slip with you when you come to the library).

If you haven't returned your books after the first reminder, you will get another two overdues. If you ignore these then your Guidance Teacher will be informed and a letter may be sent home to your parents.

REMEMBER! To avoid getting overdue notices, return or renew books on time!

REMEMBER! Tell the Librarian when you have returned a book!

WHAT HAPPENS IF I LOSE OR DAMAGE A BOOK?

Tell the Librarian as soon as possible. You will have to pay for the cost of replacing it or provide a replacement copy which can be 2nd hand but in very good or excellent condition (no ex-library stock). Remember, if you haven't returned a book the Librarian will chase you up so you can't just ignore the fact it is lost or damaged.

If you paid for a lost book but it was found within ONE month of when you reported it lost then you would get your money back.

HOW CAN I RESERVE A BOOK?

You can reserve a book if someone else has it out. Ask the Librarian for a reservation slip and fill it out.

If the book you want is not in the library you can fill out a slip and the Librarian will try to get it for you from the Public Library.

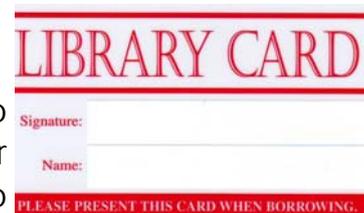
The Librarian will tell you when the book arrives.



Source: <http://gordonslibrarylinks.blogspot.co.uk/2015/04/batman-returns-his-books-to-library.html>

LIBRARY CARDS

You will be issued with a library card which you must bring to the library **every time** you wish to borrow books or other resources. S2—6 will be given back-up barcode label to stick in planners at the beginning of a session.



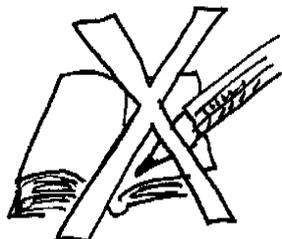
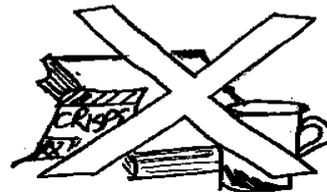
Sign the card and keep it in a safe place. Don't damage or deface the card in any way. You and you alone are responsible for the books borrowed using your card. Don't let anyone else use it.

Report lost or damaged cards to the Librarian. You will be required to pay for a replacement.

HOW DO I LOOK AFTER BOOKS?

Remember that when you use or borrow books from the library you are using someone else's property. You should take good care of them.

Keep food and drink away from books.



DO NOT write on them.

Don't get them wet



ON THE SHELVES...

Keep books upright

Do not try to jam them in, loosen the book rest if you need to

Do not push any other books down the back of the shelves

If you try and stick to these few rules, books will last longer, and you won't find yourself with a bill asking you to pay for the cost of replacement.

REMEMBER...

Make sure you don't get done for cruelty to books.



LIBRARY COMPUTERS

Computer Facilities

11 PCs

Printing Facilities - 1 colour back-to-back printer



COMPUTER USE GUIDELINES

Computers are provided to help you with your studies. You are encouraged to make responsible use of the facilities and as such need to follow the guidelines below.

1. Book computers in **ADVANCE**. (Demand can be high.) NB. The Librarian reserves the right to alter bookings as necessary.
2. Ask permission before using the computers whether you have booked or not.
3. **Sign the logbook** on the issue desk when you use a computer. Sign off as well.
6. **ONE** person to a computer. (There isn't enough room for more).
7. Use the computers appropriately.
During Class time:
 - o No games or social networking
 - o School work onlyBefore classes, lunchtime & after school:
 - o Games and 'leisure' use permitted
 - o Work **ALWAYS** gets priority
8. **Don't:**
 - x** change the setup (including internet settings!)
 - x** install software or games
 - x** use damaged pen drives or CDs



9. Printing:

- ◆ **ASK** before printing
- ◆ School work **ONLY**
- ◆ **ONE** copy only (if you need more get it photocopied!)
- ◆ Don't waste paper – print back-to-back
- ◆ Print drafts in black & white

10. Saving:

- ◆ When you save your work, it should automatically save to your **NETWORK FOLDER**, but always double check it is there before you close the document.

11. Keep your network (and other) passwords private.

12. Report problems or faults immediately to the Librarian or Technician.
NB: The use of library computers may be monitored.

COMPUTER BOOKING GUIDELINES

It is advisable to book computers in advance. Pupils and staff, though, can come on a first-come-first-served basis and will be allocated a free computer if none has been previously booked.

- ◆ See the Librarian if you wish to book a computer. NB. Bookings made without the Librarian's permission are not valid. (Leave a note on the Issue Desk).
- ◆ Write in **PENCIL** only on the booking sheet.
- ◆ Always check your booking with the Librarian **BEFORE** you use the computer.
- ◆ At lunchtime, pupils can book computers for work.
- ◆ Don't pass your booking on to a friend without first seeing the Librarian.
- ◆ Always sign on and off in the computer **Logbook** on the Issue Desk.

INTERNET GUIDELINES

The Internet is provided for you to access a range of information than cannot be provided in the library alone.

Responsible use

- ◆ Access the internet for study in connection with your school work or for authorised activities (eg. 'Leisure' use at lunchtimes).
- ◆ Do not send, display or download abusive or obscene pictures or messages.
- ◆ Keep passwords private and don't use other people's passwords.
- ◆ Respect ownership rights of other people's work. Don't copy and paste information from the internet into your own work. Acknowledge where you find information. Obey copyright laws.
- ◆ Be polite when using email and social media.
- ◆ Don't open emails or email attachments from people or addresses you don't recognise unless they come from someone you know and trust.

Plan your internet search

The Librarian or your teacher can help you if you need it.

- ◆ Have a clear plan for your search, eg. topic keywords; specific web address.
- ◆ Do not waste time on the Internet. If you haven't found suitable information after 10-15 minutes, try a different source, eg. books, etc. Ask the Librarian to help you.

Printing from the internet

- ◆ Read the web page carefully before printing. Check if it is exactly what you need.
- ◆ If it is only a small piece of information, handwrite notes in your jotter or on scrap paper.
- ◆ To control the number of pages printed out do not print directly from the Internet unless you check 'Print preview' first to see how many pages there are.
- ◆ If you need to, copy information into word-processing then print out remembering to also note down the web address of where you found the information.

Your use of Library computers is monitored. Misuse of school Internet facilities may result in temporary or permanent ban of Internet use.

A copy of the *Orkney Schools Computing Resources: Acceptable Use Policy* is available on request.

FINDING BOOKS IN THE LIBRARY

The Librarian can show you how to find books if you ask. Generally you would use the catalogue or browse the shelves.

The catalogue is a computer based one using ALICE for Windows. To access the catalogue, use the PC next to the 'Reading Zone' or any of the PCs in the library or if they are not available ask the Librarian. A catalogue help guide is available. The computers with catalogue access are called **Online Public Access Catalogues** or just **OPAC** for short.

FICTION

Use the catalogue to search for the title or author of a fiction book. When looking for fiction books on the shelves, use the author's surname.

Browse the shelves: Split into sections—Junior and senior. You can select books from either section. Be aware that reading levels and content suitability vary. Some fiction books are marked with coloured dots on their spines. These help to indicate the level of reading.

Blue dot: Quick read. Books aimed at those with dyslexia, reluctant readers or lower reading age. They can be shortened versions of longer books but are more often written specifically for teenagers.

Yellow dot: Young Adult Fiction. More suited to S3 and above, but maybe of interest to younger pupils who wish to extend their reading. May contain more mature themes.

Red dot: Senior Fiction. Experienced readers. May contain adult themes or content. Younger pupils should seek advice from their English Teacher or Librarian before reading these.

NON-FICTION

Think of **keywords** to describe your topic.

	<u>Topic</u>	<u>Keyword(s)</u>
eg.	Vivisection	Animal Rights
	Normandy Landings	World War II

Use these keywords to type in your search terms on the OPAC.

"I can't find my subject!"

No excuse!

Try another keyword.

You may have to try several words before you find the information you want. If the information you want can't be found in the school library then ask the Librarian to try to get it from the Public Library.

Accelerated Reader

First and second years will know their Accelerated Reader level, and your teacher will have talked with you about choosing books at the right level to develop your reading skills. If you read at the recommended level, you will be improving your vocabulary and understanding, in ways that will help you across every subject on the curriculum. The coloured labels on the spines of the books (see below) are a guide to the level. Inside each book is a label which identifies the level more precisely (eg: 4.8).



When you finish a book, check online for a quiz at <https://tinyurl.com/ARStromness>

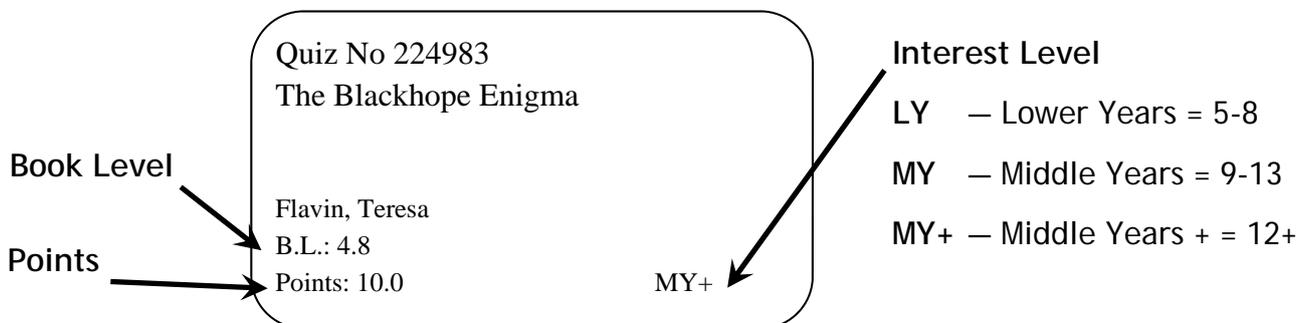
The quiz will give you instant feedback on how well you have understood and remembered the book, and on the vocabulary you have learned.

Book Levels

Books that are in the AR programme have coloured labels on their spine to help you identify book levels.

	0.0–2.9	(Pale green)		7.0–7.9	(Dark blue)
	3.0–3.9	(Florescent orange)		8.0–8.9	(Pink)
	4.0–4.9	(Light blue)		9.0–9.9	(Buff)
	5.0–5.9	(Yellow)		10.0–10.9	(Silver)
	6.0–6.9	(Red)		11.0 +	(Gold)

AR Label—inside the front cover of the book.



If there is no internal AR label in the book the following information will be noted at the top of the very first page:

Book Level / Interest Level / Points

Eg. 5.1 / MY / 8.0

Use AR Bookfind website, www.arbookfind.co.uk to find quiz number

OUT-OF-SCHOOL HOURS USE OF SCHOOL LIBRARY

In the Morning: The library opens at 8.35am

At lunchtime: 12.35 – 1.15pm [Mon – Thurs]
12.25-1.05 [Friday]

After School: Tuesday 3.35 - 4.45pm
Wednesday & Thursday: 3.35 - 4.00pm
Friday: 1.55 - 3.00pm

Opening subject to meetings. Keep an eye to daily bulletin for changes.

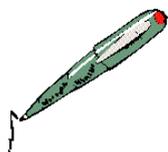
What else is on offer?

S1 – S4 can use the Upper Library with permission. Mrs Sinclair will offer individual help with computers, Internet, and can give advice with research of choosing books to read for leisure. Please just **ASK!**

Transport Home

Pupils must arrange their own transport home.

How to sign up



- Pupils can just turn up before class or at lunchtime.
- Pupils should try to see the Librarian, Mrs Sinclair, in advance if they wish to use the library after school.
- Pupils using the library after school should behave in the same manner expected of them during the school day



Don't run away from your homework or school studies!

Do it in the school library during out-of-school hours opening!



Special Events and activities

A number of events, activities and opportunities are available: storytelling; National Poetry Day; World Book Day; board gaming; & competitions. Listen to the daily bulletin, library blog and posters in the library and round the school to find out about these events.

There is a **Role-Playing Games** (*Dungeons & Dragons; Pathfinder; Magic the Gathering*) group which pupils and staff are welcome to join on a Tuesday after school and during Friday afternoon activities. Chess, draughts, *Mastermind*, *Connect 4*, and other games are available on request.



Pupil Librarians

Pupils can volunteer to help in the library, with events and carrying out specific duties such as shelving; shelf tidying; book processing; helping library users. Pupils can choose to work towards certificates to become pupil librarians or be a pupil library assistant doing basic duties such as keeping the library tidy. Application forms are available from the Librarian.

Dynamic Youth & Youth Achievement Awards

Pupils can work towards DY and YA awards and recognised for the activities and/or voluntary work they do in the school library. These are nationally recognised awards equivalent to SQA qualifications. See the Librarian for more details.

Finally...

Remember that the library is not meant to be a social area so you should only come with a particular purpose in mind, eg. Reading, study, research, homework, use the computers, miniature painting, play board games or role playing games, helping in the library.

Enjoy using the library. If you have any trouble finding the information you want ask the Librarian or one of the Pupil Librarians.

BLOG

<http://tinyurl.com/Library-StromnessAcademy>

TWITTER

@LibrarySA

GLOW

<http://tinyurl.com/StromnessAcademyLibrary>

