

EQUIPMENT HIRE

We have a range of devices and equipment that you can borrow to use in your lessons. These include a projector, mini ipads and display boards.

REQUESTS

Please let us know of any books you would like to see in the library. We will try our best to add them to our collection.

If you wish to send a student to the library during lesson time, please ensure you have emailed us first to check that this is convenient.

School Library Rules for Students

When you book into the library with classes, please ensure that the students respect the library rules:

1. **Behaviour:** Classroom behaviour is expected at all times.
2. **Food or drink:** No food or drink (except water) is allowed in the library.
3. **Keep your voice low:** While we do not expect you to whisper, we do expect you to be considerate of others and use a low tone of voice while in the library.
4. **Shelving the books:** In order to ensure that everyone can find the books they need, please place any books you use in the 'Returns' box so they can be re-shelved properly.
5. **Please do not move library chairs.**
6. **Clean up after yourself and push in your chairs.**
7. **No phones:** Mobile phones and electronic devices - such as iPods and music players - are not allowed in the library. Head and ear phones are not allowed in the library.
8. **Library computers may only be used for work and not for games.**

Use the school library online catalogue at:

www.stpeters.tlcdelivers.co.uk:8080

Email the library at:

library@stpeters.cambs.sch.uk

Staff Information Leaflet 2017-18



Welcome to the
St Peter's School Library and
Resource Centre

How do I join?

Staff are automatically members of the school library once they join the school. There is **no charge** to join or borrow from the Library.

Please return books and DVDs by their due date so that other school community members can borrow them.

Services for students

- Students can visit the library before school, at morning break, lunch break and after school.
- They can read, play board games, borrow DVDs and use the computers. Many students use the library to do their homework.
- We have a stationery shop which is open every day so is there no excuse for students to come to lessons unprepared!
- We produce a termly newsletter with updates on new resources and events.
- The library hosts several clubs for students including Chess Club, Film Club and Reading Club.

When can I use the library?

The library is open:

Monday 8:30—4:30

Tuesday 8:15—4:30

Wednesday 8:15—3:00

Thursday 8:30—4:30

Friday 8:15—4:00

What can I borrow?

Staff may borrow:

- 30 library items for 12 weeks
- DVDs for 14 days
- Tutor boxes for 12 weeks
- Topic boxes for 12 weeks

Services for staff

CLASSES IN THE LIBRARY

You can use the school booking system to book the library during lesson times. You may book:

- **The Teaching Zone:** a contained area with an interactive screen to teach complete lessons.
- **The Main Area:** this is the main part of the library, including 15 PCs.
- **The ipads:** 4 mini-ipads are available.
- **Small groups:** you may book for a teacher or TA to work in the Library with a maximum of 6 students.

TUTOR TIME IN THE LIBRARY

Keep an eye out for the Tutor Time Timetable. You will be allocated a slot every few weeks to bring your tutor group to the library during tutor time. Students can use this time to read books, newspapers and magazines. Please do not allow them to play computer games during this time.

TUTOR BOXES

We can put together tutor boxes for you: a collection of different reading materials which can be used during tutor times. These can be changed every half term.

TOPIC BOXES

We can collate topic boxes for you: just let us know the area you will be studying and we will find relevant resources.

READING LISTS

We can collate suggested reading lists for different subjects / topics. With enough notice, we can order specific books for your use.

LIBRARY-BASED LESSONS

We have a range of different library-based lesson plans from data handling to country research and we're always on the look out for more. Contact us to arrange one of these lessons.

CATALOGUE

The library catalogue can be searched from any computer / device in school and from home at www.stpeters.tlcdelivers.co.uk:8080. You can also reserve items from home so that they are waiting for you when you come to school.

COMPETITIONS

We run a monthly Dingbats competition which you can enter with your tutor group plus there are regular events such as Book Week and International Games Day.

'CURRENTLY READING...'

This is an activity to encourage reading across the school and to spark conversations between students and staff. All members of staff display a notice stating what they are currently reading. We hope students will be inspired by your choices and suggestions!

Continued overleaf