

LEARNING RESOURCES CENTRE

STAFF GUIDANCE ON THE USE OF THE LEARNING RESOURCES CENTRE

Aims

The Learning Resources Centre exists to provide increased opportunities for students' learning activities by giving them access to a wider range of resources than would normally be available in a single subject area. Through this it is hoped to encourage students to develop their study skills and become more independent learners. Equally the Learning Resources Centre will give teaching staff new opportunities to promote alternative learning strategies and contribute to the delivery of cross-curricular themes such as ICT.

Accommodation

The Learning Resources Centre is located on the first floor of the Languages Block. Access is via the bridge from the main school so that students may leave their bags tucked in tidily under the handrail bearing in mind that this is also a fire exit.

The Learning Resources Centre consists of a main study and reading area which is divided up into bays. There is a variety of furniture suitable for quiet reading and written work together with some study booths for individual use. One of these is equipped with a tape recorder and two pairs of headphones. The connexions library is located at one end of the main room.

Times

The Learning Resources Centre is open every day during term time from 8.30 am to 1.00 pm and 1.30 pm to 4.30 pm. It is closed during morning break. During this time, individuals can use the facilities at any time, but groups of students or whole classes must have a prior arrangement with Mrs Boycott. Students may only do homework in the Learning Resources Centre when the use of its resources is necessary, or after school from Monday to Thursday.

Staffing

The Learning Resources Centre Manager is responsible for the day to day running of the Learning Resources Centre. During lesson time they are available to assist individual students, or small groups by prior arrangement, in using the resources. The Learning Resources Manager is helped at lunchtime by duty teaching staff.

Resources

Fiction books - These are shelved according to the alphabetical order of the authors' surnames. Books with orange spots on the spine primarily cater for the interests and abilities of students in Years 10 and 11, although students in Years 7, 8 and 9 may borrow them at the discretion of their teachers.

There is also a selection of 'quick reads' for students who have special needs.

Non-fiction books - These are shelved according to the Dewey decimal classification system. The Dewey classification index book is kept on the library counter.

Reference books - These are clearly marked and must not be taken from the Library. There are separate shelves for 'Outsize' books, 'Picture' books and books for 'Staff' use.

Photocopier - Access PIN numbers are available through Mrs Baggallay for colleagues/departments wishing to use the machine regularly. Students will be charged 5p per copy in cash.

Internet - Access is available to both staff and students.

Computers - The computers in the Learning Resources Centre are available for individuals to use and not for class teaching. Users must work quietly and respect other groups in the library, particularly if a member of staff is reading with a class. No more than 2 people should use a computer at any one time.

Browser Computer - The Browser computer gives staff and students access to both their own account and search facilities for accessing books.

Projects - There are several 'project boxes' which are available for use. It would be helpful if staff could let Mrs Boycott know in advance which topics are likely to create heavy demands so that arrangements can be made to facilitate the students' needs.

Shop - The Learning Resources Centre shop is open before school and during lunchtime only and has pens, pencils, discs, disc boxes and other stationery items for sale to students.

Audio Books - Tapes may be borrowed and listened to using the study booths.

ACCESSIBILITY OF RESOURCES

There should be open access to all students all of the time but within the constraints of normal Learning Resources Centre usage. However, students sent to the library should have a clear purpose of what they require and not just ask, "Have you anything on ...?"

Strict silence is *not normally* enforced in the Learning Resources Centre, but an acceptable level of 'working noise' is.

When a 'silent reading lesson' is taking place all students and staff entering and using the Learning Resources Centre should respect the situation. If this silence is not respected, it is the responsibility of the member of staff involved to deal with the situation and, if necessary, send any offenders back to their lesson with an accompanying note.

Students may use the Learning Resources Centre for homework at lunchtime only where the use of resources is necessary, otherwise they should use one of their designated work rooms.

BORROWING DETAILS (Books)

Under the new computerised System, each student may have up to two books on loan at any time. The system operates by fingerprint recognition and books can be borrowed and returned either during English lessons or at lunchtime.

At the end of the lesson it is the responsibility of the English Teacher to ensure that all books and chairs are left tidy and in the correct place ready for subsequent users.

Borrowing books during lessons. If Staff send a student to borrow a particular book for use during a lesson, it must be signed out as with any other loan using the bar code system.

Staff borrowing. Staff should follow the same system as the students, although they do not need to be fingerprinted. The 14 day lending period does not apply to staff, but books should be returned as soon as possible.

All books should be returned within 14 days (or 2 school weeks), including those taken out in English lessons. If a student wishes to keep a book for longer, he/she should have it re-stamped so as to avoid it being overdue. Fines are payable on overdue books at the rate of 2p per day (maximum 50p) and lost books will be charged at their purchase value. Students who persistently have books overdue may be withdrawn from the system. **Returned books must be handed in at the counter and not placed on the shelves.**

All divisions of the Learning Resources Centre are clearly shown by labels on the front of the shelves. Borrowers should ensure that all books are returned to their correct places.

STUDY/LEARNING SKILLS

All Year 7 students have a timetabled lesson in the Learning Resources Centre during which they develop their study skills.

This will, if possible, be reinforced when and as appropriate during subsequent years.

USE OF EQUIPMENT

Cameras - Both digital video and digital Cameras can be used by students provided they are competent and are supervised by staff familiar with the equipment.

VIDEO AND TV RESOURCE BOOKING SYSTEM

Most of the Learning Resources Centre TV and video resources are on permanent loan to departments which means the following procedure should be followed where video and television resources are needed:

1. Departmental arrangement.

Where departments/faculties have access to their own video/TV facilities, these **must** be used first.

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2. Where no video/TV facilities are available within the department, bookings should be made by inter-departmental arrangement, or through Mr Smythe.
 3. In the event of equipment failure staff should contact Mr Smythe to arrange for repair.
- NB Stringent Copyright Laws prohibit the recording of programmes other than School Broadcasts.