

Opening Times

The library is open every day from 9am to 3pm for use by pupils and staff.

Pupils visit the library once a week during lesson time.

Pupils can also visit the library on the following lunchtimes between 12.30pm and 1pm.

Monday—Lower Key Stage 2

Thursday—Key Stage 1

Friday—Upper Key Stage 2

MILLBROOK COMBINED SCHOOL

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LIBRARY



Library Guidelines

Pupils and staff use the library for quiet reading and working—please show respect to them by using quiet voices at all times.

Remember to tidy the area you were using before leaving the library. Chairs, pencils and books should be returned to their proper place. If you are unsure please ask the librarian.

There will often be word searches and other fun activities for pupils to complete – please only take one sheet at a time so that there are plenty for other pupils to use.

When the weather is nice pupils also have the opportunity to sit and read quietly in the Faith Garden.



Pupil Librarians

The library has nine pupil librarians who help out at lunchtime with putting books away and helping any pupils who come to the library.

Pupils from Year 6 are asked to apply each Autumn Term for the role and are then interviewed and selected by the librarian.

If you wish to be a pupil librarian, speak to the librarian!

Using the library

What is in the library?

The library has over 4,500 books including a selection of fiction, non-fiction, reference books, magazines, newspapers as well as computers for use by pupils and staff.

How can I borrow a book?

Once you have chosen a book to read it needs to be scanned by the librarian. Simply take the book to them. Please note that reference books, magazines and newspapers can not be borrowed from the library.

How many books can I borrow?

Pupils can borrow one library book at a time. However, if they are a free-reader they can borrow two.

How long can I keep my book for?

Books can be kept for one week at a time. Pupils can ask the librarian to renew the book if they have not yet finished reading it. Any books that have been on loan over 21 days will be marked as overdue and a letter sent home to the parent/guardian.

What if my book is lost or damaged?

If your book is lost or damaged please let the librarian know. They will then advise what will happen.

Can I reserve a book?

Books can be reserved—please ask the librarian to do this for you. When the book is ready, a note will be put in your register.

Using the library

Can I use the computer?

The computers can be used but only with permission from the librarian. Please ask them if you wish to use the computer.



How can I choose a book to read?

First look at the front of the book, does it look exciting? Next read the blurb, does it sound like something you might be interested in reading?

You could also look at our reviews board for books that other pupils have enjoyed reading as well as asking the librarian for recommendations.

Take a chance, maybe try reading something you think you won't like!

What are the stickers on the spines of the books?

In the fiction section books are ordered in alphabetical order by author's surname. Each letter of the alphabet has a different colour sticker e.g. A is gold. Fiction books are also coded from 1 to 3, this number relates to the difficulty of the book. 1 are the hardest book in the library! 3 are easier to read.

In the non-fiction section, there are two stickers. One is a coloured sticker which indicates which section of the shelf the book relates to e.g. blue is religion. The other sticker shows the Dewey Decimal number. Non-fiction books are ordered by this number.