To Parents/Guardians

We are sure your child will enjoy using the library and borrowing books during their time at Finham Park. The library holds over 15000 titles both fiction and non-fiction to enhance reading for pleasure and to help with school work.

Please encourage your child to treat library books with care and return them at the appropriate time. **See the section inside about lost books.**

Recommended reading lists can be downloaded from the library page on the school website or by contacting the Library Manager:

www.finhampark.co.uk

T. 024 76840805

E. p.bates@finhampark.co.uk

The library catalogue can also be accessed and searched online and will give links to useful, educationally sound websites suitable for homework.

We look forward to helping your child during their time at Finham Park School.

Mr. Bates
Library Manager
September 2017
Welcome to FPS Library

You will use the library during your English lessons, having a timetabled reading class once a fortnight. You also have access to the library during break, lunchtime and before and after school for reading, browsing, homework and using the computers. You can play chess, draughts, scrabble and other assorted games. Ask for these at the counter.

Library Opening Times

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>MONDAY</td>
<td>08.00—16.30</td>
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<tr>
<td>TUESDAY</td>
<td>08.00—16.30</td>
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<tr>
<td>WEDNESDAY</td>
<td>08.00—16.30</td>
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<tr>
<td>THURSDAY</td>
<td>08.00—16.30</td>
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<tr>
<td>FRIDAY</td>
<td>08.00—16.00</td>
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The Library Team

Mr Bates—Library Manager
Ms Webb—Senior Library Assistant
Ms Davis—Library Assistant

Borrowing and returning books

You automatically have a borrower record on the library IT system. Bring the book you wish to borrow to the counter and a member of staff will ask you for your last and first name. You can borrow two books at a time. These are issued for two weeks. Please return or renew them promptly, as the BFL procedure applies if you do not respond to reminders sent to you through your mentor. When you return a library book, wait with it at the counter until a member of staff takes it from you.

Lost /Damaged Books

If you lose or damage a library book, please tell a member of the library staff straight away. In the case of a lost book, you will be given time to find it, if it cannot be found however, you will have to pay the replacement cost. Fiction book £6, non-fiction £12. Damaged books that cannot be repaired also incur the same charges.

Other library materials

DVDs are available to borrow. Newspapers, magazines and comics are here for you to read. Computers are available throughout the day for schoolwork, please note we have a strict NO games policy.

The online library catalogue

You can check your library record and search for and reserve books on the library catalogue through the school website or Frog. If you need to research a topic, the catalogue will direct you to appropriate books and give direct links to useful websites.

Photocopier

You can use the photocopier at a cost of 5p per A4 copy.

Library Book Club

If you love reading, discussing books, writing book reviews, ask the librarian about the weekly Library Book Club.

Conduct— You are expected to be quiet and calm and be aware other people are working around you. The BFL procedure operates in the library.