

Welcome to

Finham Park School Library

To Parents/Guardians

We are sure your child will enjoy using and borrowing books from the Library whilst s/he is at Finham. We have a very good range of both fiction and fact materials 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 www.finhampark.co.uk or contact the Library on 76840805 or l.collingwood@finhampark.co.uk.

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

We look forward to helping your child during his/her time at Finham.



Year 7 Guide



Opening times

Monday	8am—5pm
Tuesday	8am—6pm
Wednesday	8am—5pm
Thursday	8am—6pm
Friday	8am—4pm



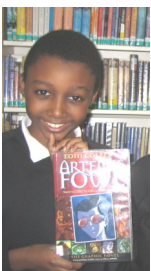
You may use the Library during break, lunchtime and after school for reading, browsing and homework preparation. At lunchtime you can play chess, draughts, scrabble, bedlam cube or other fun games. Ask for them at the counter. You will also use the Library during Humanities class time.

Borrowing + returning books

You automatically have a reader record on the Library's computer. Bring the book you would like to borrow to the counter and a member of staff will ask for your last and first names.

You may borrow 1 book of each type, fact or fiction. Books are issued for 2 weeks. Please return or renew them promptly as the choices system will apply if you don't respond to overdue notices

sent to you through your mentor. When you return a library book, wait with it until a member of staff takes it from you.



Lost books

If you lose a Library book please tell the Library staff straight away. You will be given time to find it, but will have to pay the book's replacement cost if it remains lost- Fiction £6, Fact £ 12.

Library materials

You can borrow books and DVDs. There are also comics, magazines and newspapers for you to read. Computers are available for word processing and internet access at any time. We have a strict "no internet games" policy so please ask if you are unsure about particular sites.

Library catalogue + Research

You can check your library record and look for books in the library catalogue from the school website. Just follow the library links. If you need to research a topic for homework the catalogue will direct you to good books AND give direct links to useful websites.



Photocopier

You can use the photocopier at 2p per copy.

Club

If you love reading —comics, books, magazines—ask the Librarian about the weekly after-school club.

Conduct

You are expected to be quiet and calm and be aware that people are working quietly around you. The BfL (awards + choices) procedures operate in the Library. Bags and coats are to be left in the spaces provided.