



**Welcome to
St Aubyn's School Library**



Britannica

Our school library subscribes to Britannica School – an award-winning online resource from Encyclopedia Britannica.

Please encourage your child to use Britannica School as a starting point when they're searching for information to help them with homework, projects and research papers on the internet.

You can be confident that your child is exploring safe material from a trusted, nonbiased, and reliable source with access to articles, videos, images and educational games in all subject areas. For our bilingual learners, the encyclopedia can be translated into 91 different languages.

This wonderful resource is available for children to access at school or from home and can be used on any device including computers, laptops and tablets. To access the site, use the link below or scan the QR code. Finally, enter the school I.D. shown below.

Britannica School's Link	http://school.eb.co.uk/storeschoolcard?id=staubyns 
School I.D.	stapupil

The Library App

The iMLS App allows students, parents and staff to access the school library catalogue from a mobile phone or tablet. With iMLS parents can:

- ◇ Monitor their child's library account and see which books they have loaned
- ◇ Reserve books
- ◇ View suggested reads through the Who Next feature
- ◇ See the latest books added to the collection
- ◇ Check whether a book is available in the school library before purchasing

To download the app:

1. On your mobile device, load the **App Store** then search for **iMLS** and begin to install and download the App.
2. Once installed, launch the application from your device. The opening screen will prompt you for your login details.



Site: IG8 9DU

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Dear Parents,

My name is Miss Cook and I am the School Librarian. I warmly welcome you and your children to St Aubyn's School Library; a place of learning and discovery, of sharing stories, reading recommendations and digital technology.

The Library offers a range of services to pupils, parents and staff. This booklet is designed to introduce our services to you. Your child's username and password for the library catalogue are also included here for you.

At St Aubyn's we aim to allow pupils as much access as possible to the Library and its collection. We stock everything from picture books, audio books, graphic novels, poetry and recipe books and more besides.

The Library is open throughout the school day. We keep all the library cards here so you never need to worry about your child misplacing it. They become members of the library automatically on their first day of school.

We look forward to seeing you soon!

Best wishes

Miss Cook BA (Hons) MA

School Librarian

r.cook@staubyns.com

Throughout the year we theme displays to promote books and celebrate events—for example, we highlight the Chinese New Year, National Poetry Day and Science Week.

At the end of each term, we publish a library newsletter which is full of recommendations of good books for pupils to enjoy. But we are happy to suggest books for children if you're struggling for ideas at any point in the year. I also find the following websites really helpful in discovering new books for children:

- <http://www.booktrust.org.uk/books/children>—They also have some top tips on how to read with your child.
- <http://www.readingzone.com/home.php>—Find out about new titles and competitions.
- <http://www.lovereadings4kids.co.uk/> - This is my personal favourite because it gives age rating guidance for children's books and can help you be more confident about the appropriateness of the content.

My best piece of advice which you'll hear often is read with your child and talk about books. Read at bedtime, listen to an audiobook in the car and perhaps even see a children's book come to life on stage. Surround children with great books and they'll become great readers.

Reading for Pleasure

Enabling pupils to develop a lifelong love of reading is at the heart of everything we do at the Library. We organise visits from authors, storytellers and illustrators to enthuse pupils about books. We celebrate reading events—such as World Book Day and Roald Dahl Day.

We run Book Fairs to allow students the opportunity to purchase books. Research shows that there is a link between the number of books children have at home and attainment.

We have a Book Request Box which we encourage pupils to use to suggest new books to order for the library. An important factor in developing reading for pleasure is choice; choice and interest are highly related. Therefore, we believe that children should be given the freedom to make their own reading selections from the collection. The variety of children's taste in books is fascinating!



Pupil Code of Conduct

1. Enter the library in a quiet and calm manner
2. Always walk, never run
3. Speak quietly
4. Treat the books carefully and put them back where you found them
5. Ask permission from the Librarian before using a computer
6. Book a computer with the Librarian for use at lunchtime
7. Use the library for reading, borrowing, browsing, research, creative activity and study
8. Show respect for other users by being polite at all times
9. **Show respect for the equipment by not bringing in food or drink**

Opening Hours

Before school, every day,
8.30–8.45

Book issuing, returning
and renewing

Pre Prep families only

School use only 8.45–4.00

After school, Monday and
Friday only 4.00–5.00

Quiet study time for
homework accompanied
by an adult

After school visitors

On the Monday and Friday after school session, the following additional guidelines apply:

Pupils must be accompanied by an adult at all times. Unsupervised children will be taken to the after school care facility and parents will be charged.

Visitor numbers are limited to 25 at any one time and we operate a one-in one-out system in busy periods.

After school we insist on a quiet study atmosphere to enable pupils to complete their homework without disruption. We ask that younger children who are unsettled, be taken home in order to maintain the calm, studious environment which pupils need to focus. Please note the library environment is not suitable for children under 3 years old.

Loan Allowances

Pre Prep children are allowed one item with their class and one item with their parents after school for a period of one week. However, many parents bring their children to the library every day and we are happy for them to borrow and return books on a daily basis. In fact, we encourage it!

For Middle and Senior School pupils, the allowance is two items for two weeks. Items may be renewed up to three times.

Overdue books

Overdue notices will be issued to pupils or their parents on a regular basis. Pupils with an overdue book may not borrow any items until the book is returned unless permission is given by the Librarian. If the book is still outstanding after three notices have been issued, an invoice will be sent home requesting the cost of the replacement book. Failing this, the cost of the replacement book will be added to the school fees invoice by the Finance Department. Fines are not charged to pupils for overdue books.

Lost Books

If a pupil has reported a book lost, then that pupil will be given a period of time before the Librarian will ask for the cost of replacement. This will allow for the possibility that the book might be found. In the event that the pupil is still unable to find the book, then the pupil will be asked for the cost of replacement and invoiced appropriately.

Children do lose things but please be reassured that we never shout or issue punishments. If they do lose something, we talk to them gently and ask them to find a special place at home to keep books safe in future.