**Library Policy and booking 9/10/13**

**Booking the Library/Resource Centre (including the ICT suite)**

Bookings for a group or a class should be made as far in advance as possible.

**Please use the Library Booking form in the Staff Information folder.**

Individual pupils sent to the Library for research should have a permission slip signed by their teacher. They should also indicate the purpose of their visit on the slip.

**Pupil Induction**

S1 pupils visit the Library one period a week with their English teacher, when they are shown how to find fiction and non-fiction books and learn basic information skills.

**S6 Pupils**

S6 pupils are welcome to use the library for quiet study providing it is not being used by a class.

**Staff Resource Collection**

This is now housed in the staffroom.

**LIBRARY/RESOURCE CENTRE ICT POLICY**

**Please read our Library Policy document in the Hyndland Staff folder—General/Documents/Library**. You may also print out **Library Permission Slips** from here.

The purpose of this Library ICT policy is to ensure the most effective use and equality of access to the internet and ICT in the School Library.

The Pupil and Staff **ICT Acceptable Use Policies** also apply to the use of the networked computers in the Library/Resource Centre. **Smart Sync** also operates on the Library network.

There are 27 networked PCs and 1 stand-alone PC in the Library

**Booking the Library PCs**

1. The Library network should be booked in advance. **Please use the Library Booking form in the Staff Information folder.** (You should also be aware that English classes may visit the Library to change their books during the period you have booked.)

2. Individual pupils should know what they are researching or have a specific website to use. This should be indicated on their permission slip

3. Pupils must ask the Librarian before using a computer

4. Pupils must sign the log-in sheet on the Librarian’s desk

5. Pupils will be able to use the PCs for educational purposes after school

**Internet**

The Internet should be used for educational purposes only and should not be used for leisure surfing, access to chat rooms or games

**Email**

Again, email should be used for educational purposes only eg. emailing work to a teacher

**Printer Use**

Pupils should ask the Librarian’s permission before printing and should not be wasteful of paper and ink.

**Computer and Printer Faults**

Please report all faults to the Librarian asap.

**Book Stock**:

**Fiction:**

This is divided into Senior Fiction, Junior Fiction and Paired Reading.

**Senior Fiction** includes a Scottish Authors and Crime section.

**Junior Fiction** includes comic books, graphic novels, horror, sci-fi, romance etc.

**Paired Reading** also includes some story CDs

**Non Fiction** is arranged in Dewey class order.

**Reference** **Section** is also in Dewey class order but these books may not be removed from the Library.

[<< Back to Library](http://www.hyndland-sec.glasgow.sch.uk/TextList/TextList.aspx?SectionId=dd6f2ee6-486b-467f-999e-e28a3ab109ab)

**Library Opening Hours:**

**The Library is only staffed on Monday, Tuesday and Wednesday. Closed on Thursday and Friday**

Open 8.45am – 4pm

Closed Interval

Lunchbreak Open from 1.15 -1.30pm on Monday & Tuesday

Closed on Wednesday, Thursday and Friday