

Kineton High School Learning Resource Centre



NEW STUDENT GUIDE



Opening Hours

Monday and Friday 8.15am – 2.45pm

Tuesday, Wednesday, Thursday 8.15am – 3.45pm

WELCOME

We hope that you will enjoy using the Learning Resource Centre (LRC) for both research and for pleasure. We have everything you need to help you on your journey through Kineton High School, from books to computers, equipment to borrow and stationery to buy. Mrs Johnson and the team of Student Librarians are on hand to help with any queries you may have.

The LRC is open before registration, at break and lunch time, and after school Tuesday to Thursday. During registration and at other times during the day you will need a note from your teacher if you wish to use the LRC.

For the benefit of all library users, we ask that you treat the LRC and staff with respect and follow a few simple rules; keep noise to a minimum and do not distract others, behave in a sensible manner, no eating or drinking and no mobile devices or earphones.

COMPUTERS

Computers are available for research and printing your school work. However, they are not to be used for playing games!

Library staff will be happy to help and advise you about useful websites. We can help you to improve your information handling techniques and your presentation. Please ask before you print.

BORROWING BOOKS

You may borrow two books for up to two weeks, which may be increased once we get to know you! Books must be **issued** and **returned** by the Library staff so please always take them to the issue desk.

As soon as you have finished with a book please be thoughtful and return it so that others can use it. If you would like to keep a book for longer than two weeks, just bring it to the issue desk to have it **renewed**, or speak to Mrs Johnson or one of the Student Librarians.

If a book you would like to take out is already issued to someone else, you may **reserve** it for collection once returned.

Please remember that **you** are responsible for everything you borrow. Keep books away from water bottles and food, as books lost or damaged must be replaced or paid for.

RESEARCH

As part of your LRC Induction you will learn how to find books in the Non-Fiction section by using the Dewey Decimal System, or you can search the Library Catalogue on any computer. If you cannot find what you are looking for please ask—the Librarians will know where to find it!

HOW TO FIND YOUR BOOKS

The books are grouped together by subject in 10 main sections in number order:-

000's	General Knowledge & ICT - You will find Encyclopaedias and the Guinness Book of Records here
100's	Thoughts and Ideas - Philosophy and Psychology
200's	Religion
300's	Society, Environment, Business, Fashion, Warfare
400's	Languages
500's	Sciences, Maths, Physical Geography
600's	Design & Technology, Health
700's	Arts, Music, Sport, Leisure
800's	Literature, Poetry and Drama
900's	Geography & History

RESOURCES

We have a large stock of fiction (including Manga and graphic novels) and non-fiction books , as well as a careers section, newspapers and a wide selection of magazines. The computers are all linked to the colour printer/photocopier/scanner.

There are resources available such as a laminator, slicer, stapler, hole punch, scissors, glue and sellotape.

We have a Stationery Shop where you can buy pens, pencils, rulers, calculators etc. at very reasonable prices. Revision Guides for Maths, English, Science, P.E. and Design Technology are also sold in the LRC.

STUDENT LIBRARIANS

We have a team of 15 Student Librarians, ranging across all the year groups. They show an enormous amount of commitment, giving up their free time to help their school community, for which we are very grateful. There is usually a waiting list, but if you think this might be the job for you please apply in writing to Mrs Johnson in the first instance.

PUBLIC LIBRARIES

For an even greater range of books and online resources we would recommend that you join your public library. Please visit:-

<https://www.warwickshire.gov.uk/libraries>