

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

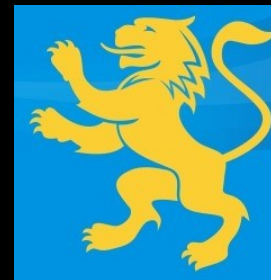
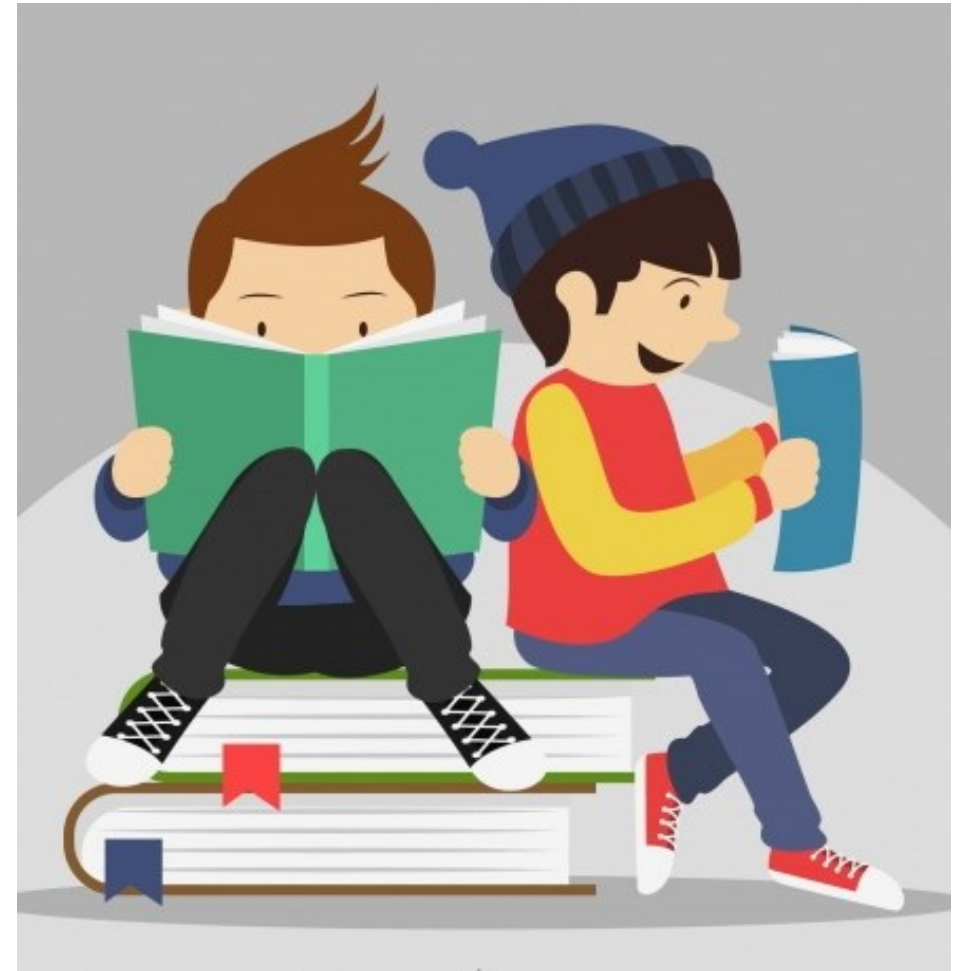
T. 024 76840805

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 2021



Finham Park School
Library
A Year 7 Guide

Welcome to FPS Library

You will use the library to borrow books and also during some of your lessons. You'll 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

MONDAY	08.00—16.30
TUESDAY	08.00—16.30
WEDNESDAY	08.00—16.00
THURSDAY	08.00—16.00
FRIDAY	08.00—15.00*

*CLOSED After school

The Library Team

Mr. Bates—Library Manager

Mrs. Hogg—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. Payment is through ParentPay, at a cost of, fiction books £7 and 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 search our extensive Library catalogue through Frog. If you need to research a topic, the catalogue will direct you to appropriate books and give direct links to useful websites.

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