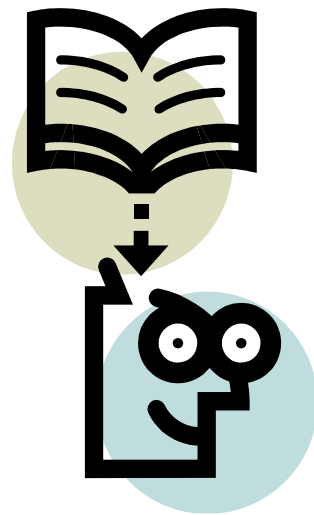


Information Guide



Name _____

Tutor Group _____

LRC Opening Hours

Monday - Thursday

8.00am - 3.45pm

Friday

8.00am - 3.30pm



A Quiet Place to Study!

Welcome to your Learning Resource Centre.

Exciting fiction and non-fiction books for you to study or borrow.

Liven up your homework / classwork with facts and pictures from books and the Internet.

Computers can be used at break and lunchtime.

Open up one of the magazines, newspapers or books and relax at break and lunchtime.

Make the most of the after-school homework club.

Enjoy all the facilities your LRC has to offer!



Use of Resources

- We have a wide range of books and DVDs for you to borrow.
- You can borrow one book at a time and can have it for 28 days.
- You can borrow one DVD at a time and can have it for 2 days.
- We have a 'wish list' so that you can help us choose what stock we buy in.
- You can change your book / DVD before school, at break or lunchtime and after school.
- If you need help ask a member of LRC staff.

Things to note!

- Please speak quietly and behave calmly at all times.
- Eating, drinking, chewing gum and using mobile phones are not allowed.
- Coats and bags must be placed tidily in the bag store at the LRC entrance.
- You may not use the LRC as a cut through.
- Treat all the resources with respect.
- You are welcome to browse, but please put books back on the shelf in the correct order.
- Students choosing to behave otherwise may be asked to leave!

Resources in the LRC

Lower School Fiction Shelves

These shelves hold story books. The books are arranged in alphabetical order using the author's surname. You will find a label on the spine of the book giving the first three characters of the authors surname to help you. You will find a large range of books of different genres that will cater for all preferences. If in doubt, ask a member of the LRC staff!

Non-fiction Shelves

These shelves hold true fact or information books. They are arranged under subject areas and a subject or Dewey number label is on the spine of the book to help you. There are signs above each of the shelves and lists displayed to help you. If in doubt, ask a member of the LRC staff!

DVD Shelves

These shelves hold a range of DVDs for you to borrow. The DVDs are arranged according to their certification. You may only borrow DVDs that are age appropriate according to the certification.

Classics Shelves

These shelves hold a set of literary classics that may be borrowed.

6th Form Fiction and Non-Fiction Shelves

These shelves hold books that are appropriate for students in the 6th Form only. There are therefore restrictions set for borrowing these resources.

Careers Shelves

These shelves hold information to support students when considering future study or careers.

REMEMBER

The LRC is your space and we are
here to support you!

