

The Student Guide to Using the Learning Resource Centre 2022

Updated July 2022

When can I use the LRC?

- Our opening hours are 8.20am to 4.30pm Monday to Friday
- You can use the LRC during break, lunch and after school. You can also visit during tutor time with permission from your tutor. Sometimes you will visit with your teacher for a lesson.
- 6th form can also use the LRC during private study periods.
- For split breaks and lunches: Juniors will use the downstairs of the LRC, Seniors will use upstairs.
- The maximum number for each floor is 50 and priority is for those reading, borrowing books, using laptops and collaborating with peers.
- At break and lunch, games and socialising should take place outside of the LRC.

How do I borrow and return books and laptops?

- To borrow a book, take it to the Loans Desk and give your name
- To borrow a laptop, go to the Loans Desk, ask for a laptop and give your name
- Fiction books are loaned for 2 weeks, non-fiction books for 4 weeks and laptops are just for use in the LRC unless you have permission from a teacher to take it to a lesson
- To return a book, you can either use our quick drop boxes located at both the main LRC entrance and at the Loans Desk. You can also give your book to the staff member on duty at the Loans Desk.
- To return a laptop that is on loan to you, please ensure that you leave it with staff at the Loans Desk.

Do you offer any online resources?

- We have two ebook platforms.
- VLeBooks can be accessed here www.vlebooks.com using your Office 365 login
- ePlatform can be accessed here <https://readingschool.eplatform.co> using your Office 365 login. ePlatform also provides access to audiobooks.
- The LRC subscribes to a range of excellent Eresources covering a range of interest levels and topics. The links and login details can be accessed here <https://readingschoolco.sharepoint.com/SitePages/LRC%20E-Resources.aspx>

- The online Library Catalogue is called Oliver and can be accessed using this link: <https://reading-school.oliverasp.co.uk/library/home/browse/list>
- Your Oliver login is your computer username and the password is set to password. Once logged in you can place reservations, check what you have out on loan etc

What magazines do you subscribe to?

- The LRC subscribes to the Hodder A'level Review Magazines: Biological Sciences Review, Chemistry Review, Economic Review, English Review, Geography Review, Modern World History Review and Physics Review.
- We also subscribe to The Economist
- You can only use the hardcopy magazines in the LRC. You can access digital content from home. Access details can be found on SharePoint.

Can I ask you to buy resources for the LRC?

Yes, requests can be made by emailing lkesteven@reading-school.co.uk

Photocopying and Printing

- The LRC has a photocopier/printer/scanner
- Scanning is free
- Photocopying and printing credit can be purchased with cash from the LRC Loans Desk. Credit is sold in units of £1.

Student Involvement and Special Events

- Pupils in Y10 and above can join our Pupil Librarian Team
- Every tutor group can nominate up to three class library reps. to attend termly meetings to give feedback and discuss ideas.
- Special events include National Poetry Day Poems on the Stairs, the Reading School Book Award, Quizzes e.g. the Harry Potter Book Night Quiz, Book Week author talks and workshops, the House Reading Quiz and competitions throughout the year.
- The LRC hosts a number of student-led clubs including Warhammer Club and Dungeons and Dragons Club.
- Mrs Jackson runs a weekly Book Club.
- Library Reward cards are available to pupils in KS3. You can collect stamps when you borrow books. The stamps are exchanged for a school achievement point called the Avid Reader DARE Point.