

# Welcome Year 7's To Balshaw's Learning Resource Centre!



**This is your guide on  
how to get the most  
out of your LRC and  
how to use Balshaw's  
Library system!**



**We have Fiction Books and Comics in the Reading Area's comfy  
"Imagination Station"**

**Non-Fiction Books, Magazines and Journals in the "Knowledge Zone"**

**PLUS, 32 PCs and lots of work spaces in the "Active Learning Zone"**

Here's how it works...



# How to use Librosoft in Balshaw's Library (Learning Resource Centre)

On the computers there will be a Librosoft icon to take you onto the School Library Catalogue which is a list of all the books and resources we have at Balshaw's:



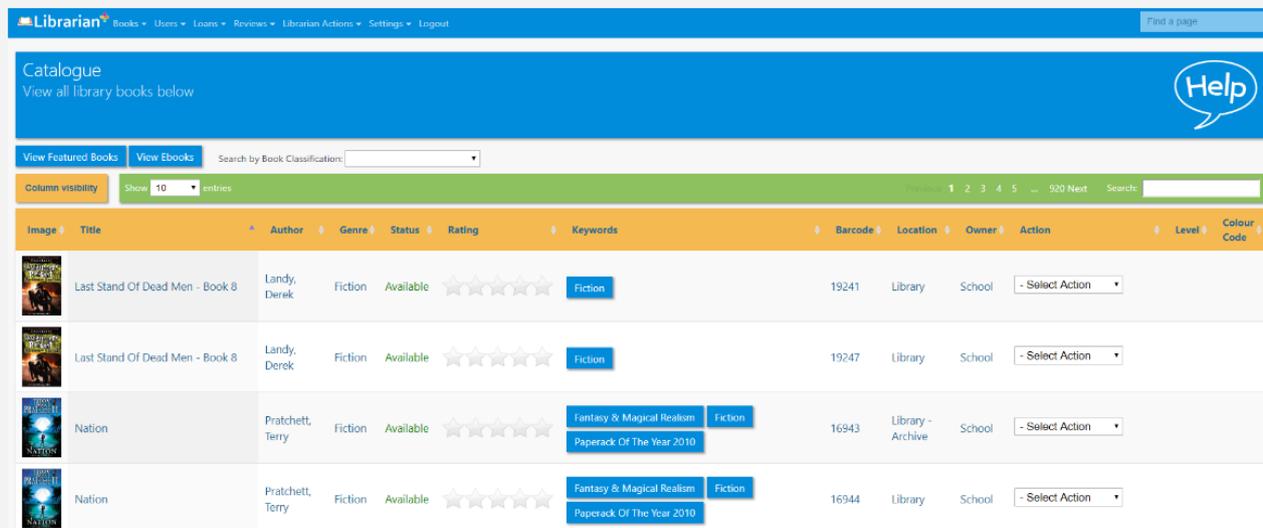
## Finding a Book in the Library (LRC):



HOME LIBRARIAN SUBMIT A TICKET

### Catalogue

Selecting "Catalogue" from the "Books" menu shows a view of all of the books currently in the library (Fig. 1). Here it is possible to view information such as Title, Author and Genre. This list can be sorted by any of the columns by simply clicking on the column heading. Books can be edited and reserved for students and teachers.



In order to find books of a similar type the list can be filtered by clicking one of the keywords, for example "Ghosts" (Fig. 2).

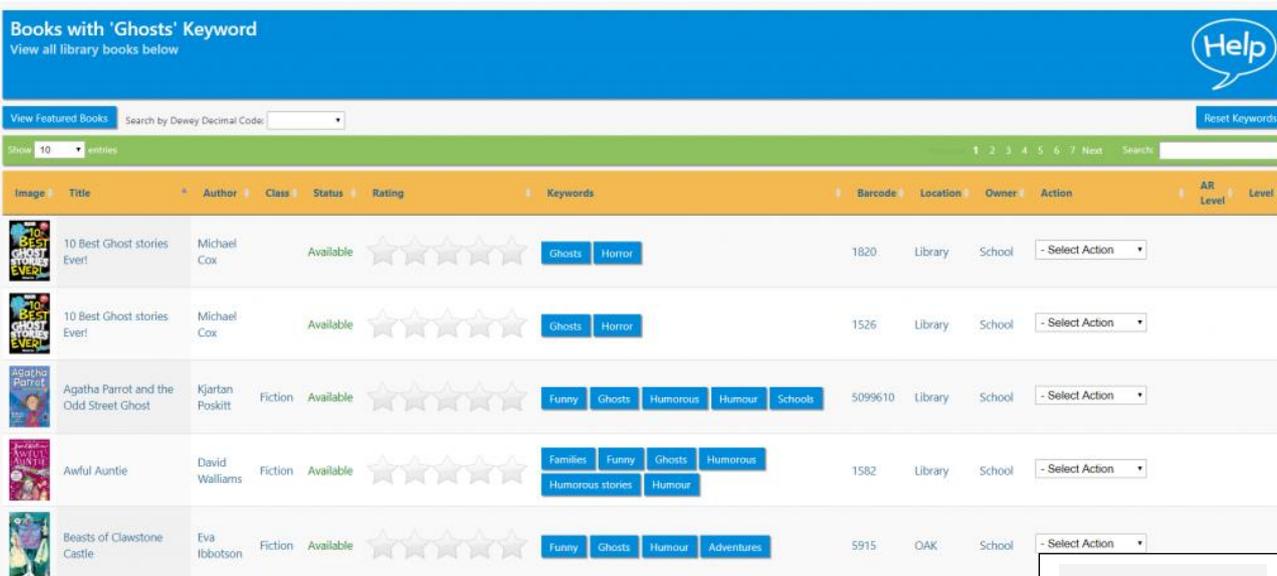
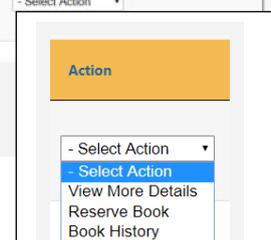


Fig 2

It is possible to select a variety of actions from the drop down menu to the right of the screen (Fig 3).

From here you can reserve a book or find out where it is in the LRC.



### **Taking a Book Out:**

Once you have found a book you want to read or a DVD you want to borrow, simply take it to the Librarian's desk and ask the Librarian on duty to put it on your name on the computer system. The Librarian will add the resource to your name on the system and stamp the book to let you know when it is due back. Books are loaned for 1 month, DVDs for 1 week.

If there is no Librarian on duty, simply put the date, your full name and the Book Number (under the barcode on the inside of the book cover) on the Book Loan sheet on the Librarian's desk.

### **LRC Opening times:**

The LRC is open every morning **before school** from **8:00am until 8:35am** so you can print homework or borrow a book to read in school. You are expected to have a book with you every day in school and always to have a book on the go.

We are also open every **Lunchtime** from **1:30pm until 2:05pm**.

**After school** the LRC is open from **3:10pm until 3:45pm** so you can always find time to do your homework before you go home!

### **Priority Days:**

All pupils are welcome in the library every day if they choose. However, each Year group has a Priority Day where they are given special access. Year 7's Priority days are Mondays on their own and Fridays with the Year 11s. Fridays are special because they are called "Silent Friday" when no-one is allowed to speak and students can read or work in peace and quiet.

### **Returning & Renewing Resources:**

Once you have read the book, or watched the DVD, return it to the Librarian on duty, or, either post it through the LRC letter box if the Library is closed, or put in the "Returns" box in front of the Librarian's desk.

If you haven't finished with the book when you reach the due date stamped at the front of your book, you can renew it to allow you to finish it. Simply go on the Librosoft icon on school PCs or on their website from home and click View current loans then > Actions, then > Renew. Write the new due date on the date stamp label. If you don't return your book by the return date, don't worry, we don't issue fines but we do send reminder letters in school and, after that, a letter home.

You are allowed up to 4 books at a time but only 1 DVD and we need your parents to sign a letter saying they give permission for you to borrow age appropriate films. So in Year 7 you can only borrow U or PG films until you are 12.

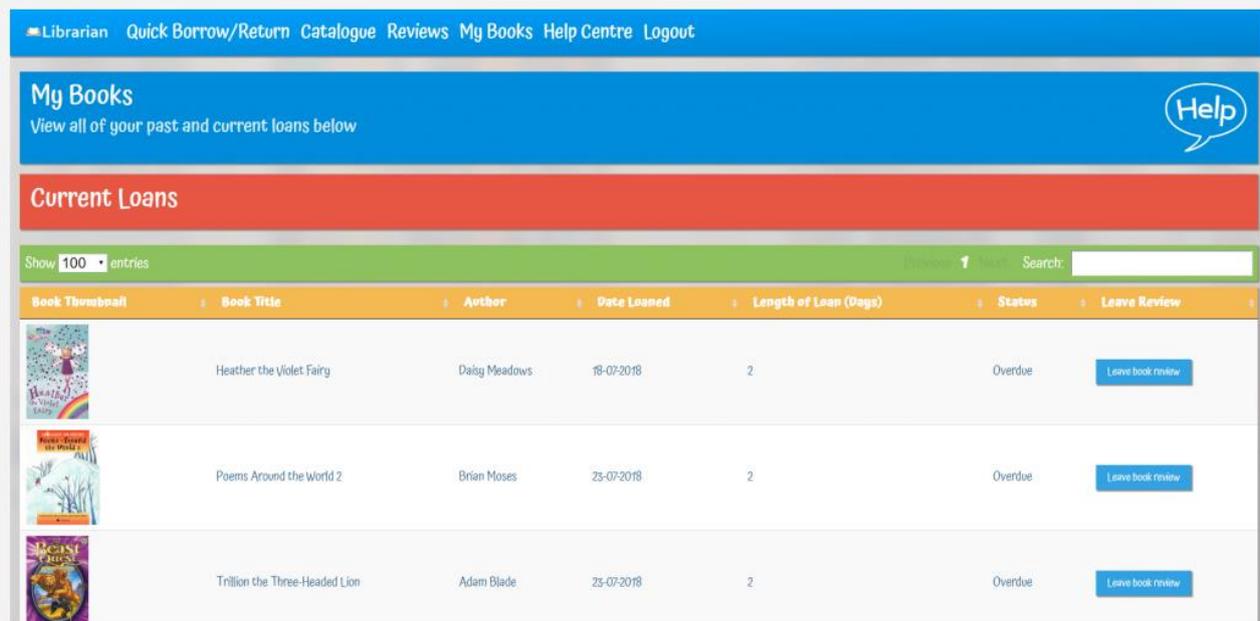
At the end of Year 7, you can apply to become a Student Librarian and help to run the LRC and learn how the Library works. This is a great experience and responsibility, helping other students and is also good fun!

## Writing a Review:

Once you have read the book, you can leave a review for the Librarian to approve so other students will be able to see what you thought of the book. In your reviews, try to give lots of good detail about the book without ruining the ending or giving away too much!

Students (and teachers) can write a review for any book and submit it for review before it gets published to the system.

While logged in as a student (or teacher) go to “My Books” (Fig. 1)



Librarian Quick Borrow/Return Catalogue Reviews My Books Help Centre Logout

### My Books

View all of your past and current loans below

#### Current Loans

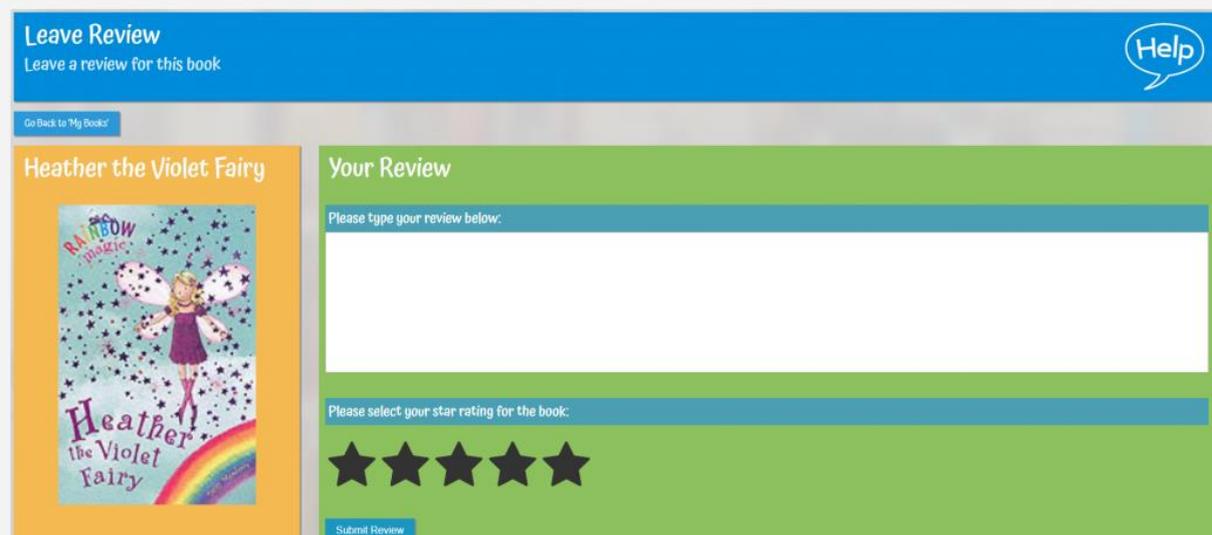
Show 100 entries

Book Thumbnail	Book Title	Author	Date Loaned	Length of Loan (Days)	Status	Leave Review
	Heather the Violet Fairy	Daisy Meadows	18-07-2018	2	Overdue	<a href="#">Leave book review</a>
	Poems Around the World 2	Brian Moses	23-07-2018	2	Overdue	<a href="#">Leave book review</a>
	Trillion the Three-Headed Lion	Adam Blade	23-07-2018	2	Overdue	<a href="#">Leave book review</a>

Fig 1

Click the “Leave book review” button for the desired book.

From this screen (Fig. 2) the review can be written, leave a star rating and submit it for approval.



### Leave Review

Leave a review for this book

[Go Back to My Books](#)

#### Heather the Violet Fairy



#### Your Review

Please type your review below:

Please select your star rating for the book:

★★★★★

[Submit Review](#)

Fig 2

## Viewing Reviews

All reviews can be viewed by selecting “Reviews” (from the “Reviews” menu).

Dear Parent/Guardian,

Your child has expressed a wish to join the DVD library, which has over 400 titles (and growing!) available to borrow from the Learning Resources Centre (LRC).

DVDs are loaned for a 1 week period, but there is no limit as to how many films they can loan over the year.

**\*\*Terms and conditions: Students can only borrow 1 DVD at a time. Any damaged or lost DVDs must be replaced or paid for so that a replacement may be purchased\*\***

If you agree to the above Terms and Conditions please complete the slip below and return it Dr. Breen, the LRC Manager.

Yours Sincerely,

Dr. N. Breen

LRC Manager

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I give permission for my son/daughter \_\_\_\_\_

Tutor Group: \_\_\_\_\_ to borrow the following DVD certificates during the school year when they become legally able. (Please tick all that apply below)

Year/Certificate	U/PG	12/12a	15
Year 7			
Year 8			
Year 10			

Signed: ..... Parent/Guardian.

Print Name:..... Date: .....