



Cardinal Newman Catholic School Library

Website: www.cncs.school/Student/The Library

Tel: 02476 332382

Email: library@cncs.school

Reading Cloud: www.readingcloud.net/

SORA Reading App: www.soraapp.com

Library Manager: Mrs A McLachlan



CARDINAL NEWMAN
CATHOLIC SCHOOL



POST-16 User Guide 2023 - 2024

To help reach your potential in your academic journey in Year 12/13 we encourage you to use the Library regularly. We have 1000s of fiction and non-fiction books to encourage reading for pleasure and help support with your revision and academic studies.

We want you to thrive and excel and we look forward to helping and supporting you during your Post-16 time at Cardinal Newman Catholic School.

Mrs McLachlan
Library Manager

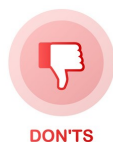


LIBRARY EXPECTATIONS

The Library is the heart of the school and is used continually by students and staff throughout the day. It is a working space and not a social one so please respect this. It is important to show consideration to all users so please make yourself familiar with the Library Expectations.



- DO respect the Library staff and other users.
- DO remember the Library is a silent and independent study area, treat it as a working space and not a social space.
- DO ask the Library staff for help.
- DO enter the library at the beginning of a period – treat the library as a classroom.
- DO enter the Library quietly, and avoid entering during a period.
- DO look after any items you borrow and return them on time.
- DO put your rubbish in the bins located around the Library.
- DO treat the computer equipment with respect.
- DO put your chair under the desk when you leave.
- DO use the main Library entrance at all times—the emergency door must remain closed.



- DON'T** eat or drink (other than bottled water) in the Library.
- DON'T** use phones for calls.
- DON'T** walk in and out of the Library during a period, this is disruptive to other library users.
- PLEASE NOTE IF THE LIBRARY STAFF NEED TO REMIND YOU ABOUT THE LIBRARY EXPECTATIONS MORE THAN TWICE THEN YOU WILL BE ASKED TO LEAVE AND POST-16 WILL BE NOTIFIED.**

Welcome

Welcome Post 16 to your school library which you will use during your Post-16 journey at CNCS. You will be able to use the Library during some of your study periods each day. The Library provides an environment for silent and independent study as well as a place for you to access essential books, online resources and a quiet area to read for pleasure.

LIBRARY OPENING TIMES

Monday	08.00-16.00
Tuesday	08.00-16.00
Wednesday	08.00-16.00
Thursday	08.00-16.00
Friday	08.00-15.10

LIBRARY STAFF

Mrs McLachlan
Library Manager

Miss Acton
Library Assistant

RESOURCES

The Library provides a large range of books and resources for students to use and borrow. These include the following:

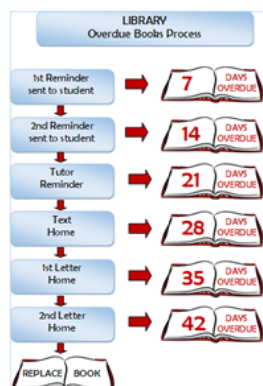
- Comics
- Fiction
- Non-fiction
- Graphic Novels
- Manga
- Poetry
- Plays
- Magazines
- Newspapers
- GCSE Revision
- A 'Level Revision Guides
- University Prospectuses
- Apprenticeship and University Guides
- Mental Health & Wellbeing
- Diversity Titles
- Foreign language Titles in French, Polish, Spanish, Romanian and Tamil
- Dyslexia Friendly



BORROWING / RETURNING BOOKS

From your first day at CNCS you are able to use the Library and borrow books. Bring your chosen book to the counter and either Mrs McLachlan or one of the Student Librarians will ask you for your first and last name. You can borrow 3 books for 3 weeks at a time. Please return your book on time as there may be other students waiting to borrow it. When you return your library book, please bring it to the counter where Mrs McLachlan or a Student Librarian will return it back onto the system.

If you do not return it on time then a reminder will be sent out to you through your school email account and then by letter.



LOST / DAMAGED BOOKS

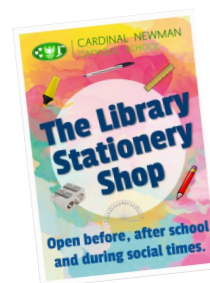
If you lose or damage a library book, please come and see Mrs McLachlan straight away.

If the book is damaged and cannot be repaired, then there may be a charge to replace it.

If you cannot find the book, there may be a charge to replace it. Payment for damaged or lost books can be made through school.

STATIONERY SHOP

The Library Stationery Shop is open before school, break and lunchtime. It sells resources at affordable prices. Please visit the reception desk for any purchases from the following list:



Black pen - 20p
Pencil - 20p
Sharpener - 10p
Eraser - 5p
Ruler - 60p
Highlighter - 50p
Protractor - 60p
Student Planner - £2



ONLINE LIBRARY CATALOGUE

Using the Reading Cloud online library catalogue computer system, you can search the library catalogue at school or from home.

www.readingcloud.net



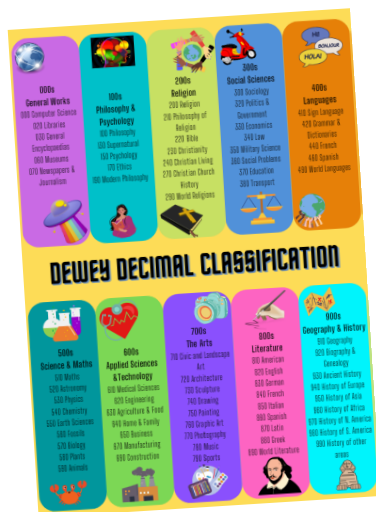
SORA READING APP



Our online reading app can be accessed through your school Microsoft login, which includes many fiction and non-fiction book titles.

www.soraapp.com

DEWEY DECIMAL CLASSIFICATION



All of the fiction books in the CNCS collection are organised in alphabetical order using the author's surname.

Our non-fiction books are organised using the Dewey Decimal Classification system. Please look out for the guides around the library to help you find what you are looking for.

Mrs McLachlan and the Student Librarians are on hand to help you use the system.

LIBRARY FACILITIES

The Library stocks 1000s of books, fiction and non-fiction, to browse from. In addition, the Library's stock includes A-Level text books and revision guides to help and support your studies. There are also University Prospectuses and Apprenticeship information available. Remember Mrs McLachlan is here to assist you find resources and help in any other way. Further facilities that the library offers are:

COMPUTERS/LAPTOPS

These are to be used for study, homework or schoolwork only. To access the computers / laptops you must sign out for them at the Library counter, in the first 10 minutes of the period, and sign them back in when you finish. If laptops are taken to the Lecture Theatre they must be returned at the end of the period on put back on charge.



HEADPHONES



These are available on request and must be signed for. They are for Library use only and are not to be removed from the library.

PHOTOCOPIER / PRINTER

There is a large photocopier in the library where you can copy or print off any homework/schoolwork you may have. Please ask Mrs McLachlan if you need help using it.

