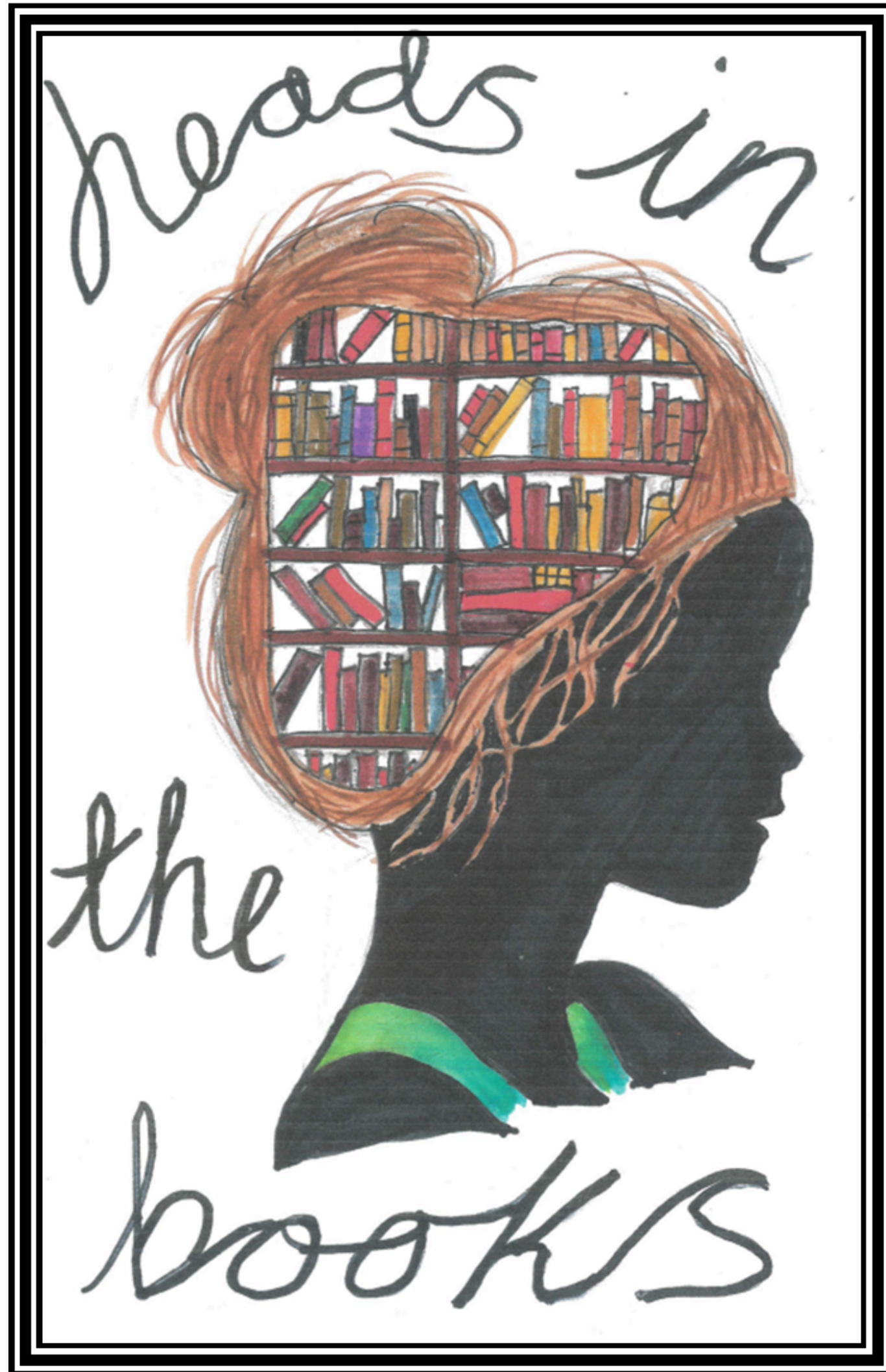




CARDINAL NEWMAN
CATHOLIC SCHOOL



LIBRARY USER GUIDE 2025-2026

WELCOME

Welcome to your school Library which we hope you will use during your school journey at CNCS. You will be able to access the Library before school, during break and lunchtimes and also after school. You can browse for and borrow books, do your homework/schoolwork during these times as well as being able to use the computers and printer/photocopier.

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

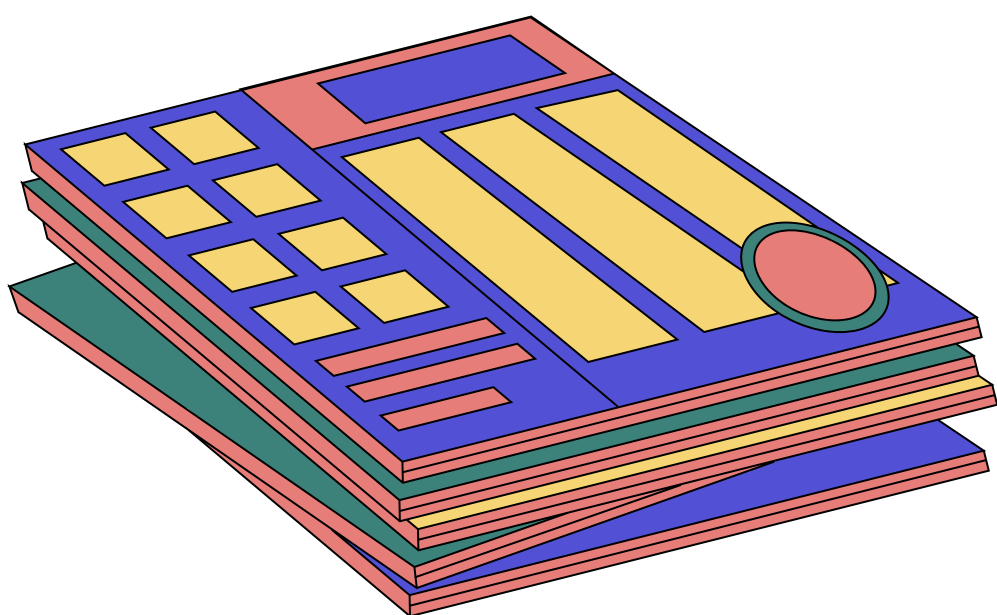
LIBRARY RESOURCES

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 Guides



- 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



LIBRARY MAP



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 **1 book** for **2 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.

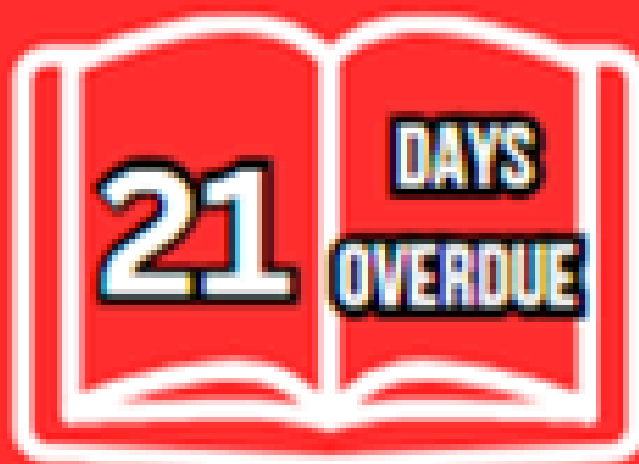
OVERDUE BOOK PROCESS



1ST REMINDER



2ND REMINDER
BEHAVIOUR POINT ISSUED



TUTOR
REMINDER



TEXT HOME



1ST LETTER
HOME



2ND LETTER
HOME



REPLACE BOOK

LIBRARY FACILITIES

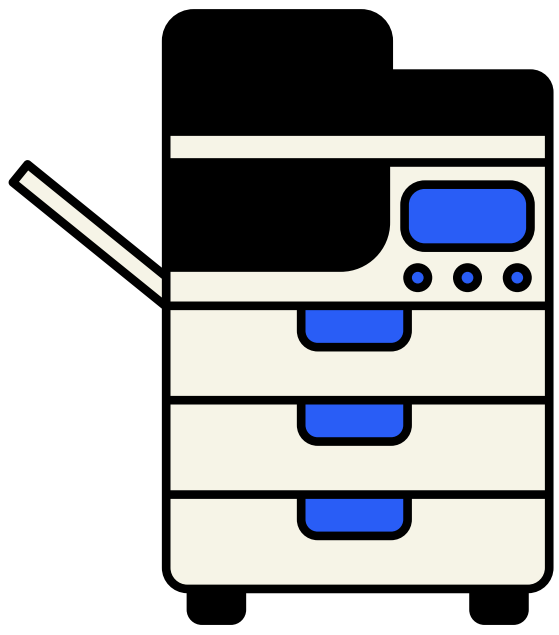
As well as 1000s of books to browse from, there are also other facilities that the library offers, such as:

COMPUTERS



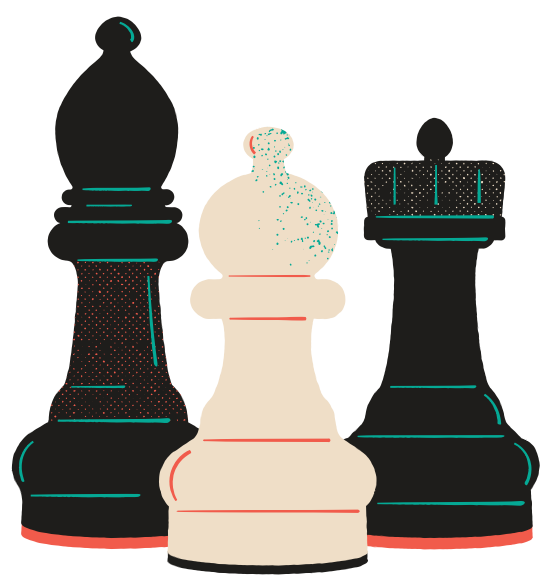
These are to be used for homework or schoolwork only. Please note there is a strict NO GAMES policy.

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 require help using it.

GAMES



The Library provides games such as Chess, Draughts, Uno, Snakes & Ladders, Playing Cards and Dobble. There is a signing in and out system so please ask at the counter for them.

COLOURING/PUZZLE TEMPLATES



Colouring templates, felt tip pens, and colouring pencils are available so please ask at the counter for them.

ONLINE LIBRARY CATALOGUE

Using the Reading Cloud online library catalogue computer system, you can search the library catalogue at school or from home. Go to the following link, search for Cardinal Newman Catholic School and enter your school login details.

www.app.readingcloud.net

DESIGNATED TABLES

There are large designated tables for quiet reading, revision or if you wish to play any library games during social times.

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.

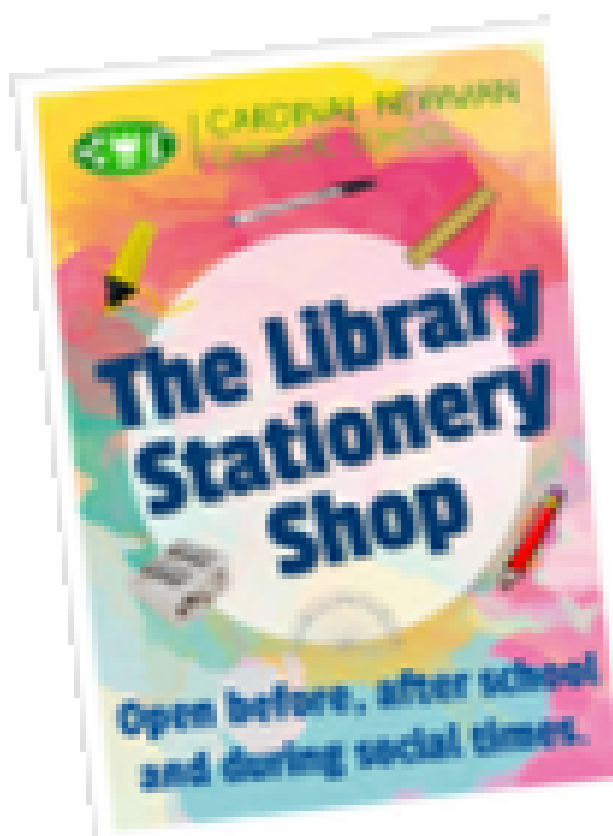


STUDENT LIBRARIAN PROGRAMME

The Library runs a Student Librarian programme where students are invited to apply to volunteer in the library during some of their social times (usually break and lunchtimes). Students are asked to fill out an application form and participate in a small informal interview. The successful applicants are then given training on a variety of library tasks and the facilities it provides. Students get a great deal out of helping in the library – it raises self-esteem, provides a sense of responsibility, increases confidence, communication, problem solving, peer interaction, collaboration as well as improving key skills such as speaking and listening. Students are also welcome to apply to support their Duke of Edinburgh programme.

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 – TBC

LIBRARY COMPETITIONS

Throughout the year the library hosts competitions which you are able to participate in such as:

STAR READER



Each half term a student from each year group will be nominated by staff to win the 'Star Reader' award. The student who has shown the most growth and perseverance with their reading will win a prize and their name will be displayed in the library!

TRIVIA OF THE WEEK



Each week a new riddle or trivia question goes up outside the Library Office door and the first five correct answers with a book loan receive a sweet treat.

BOOK RAFFLE

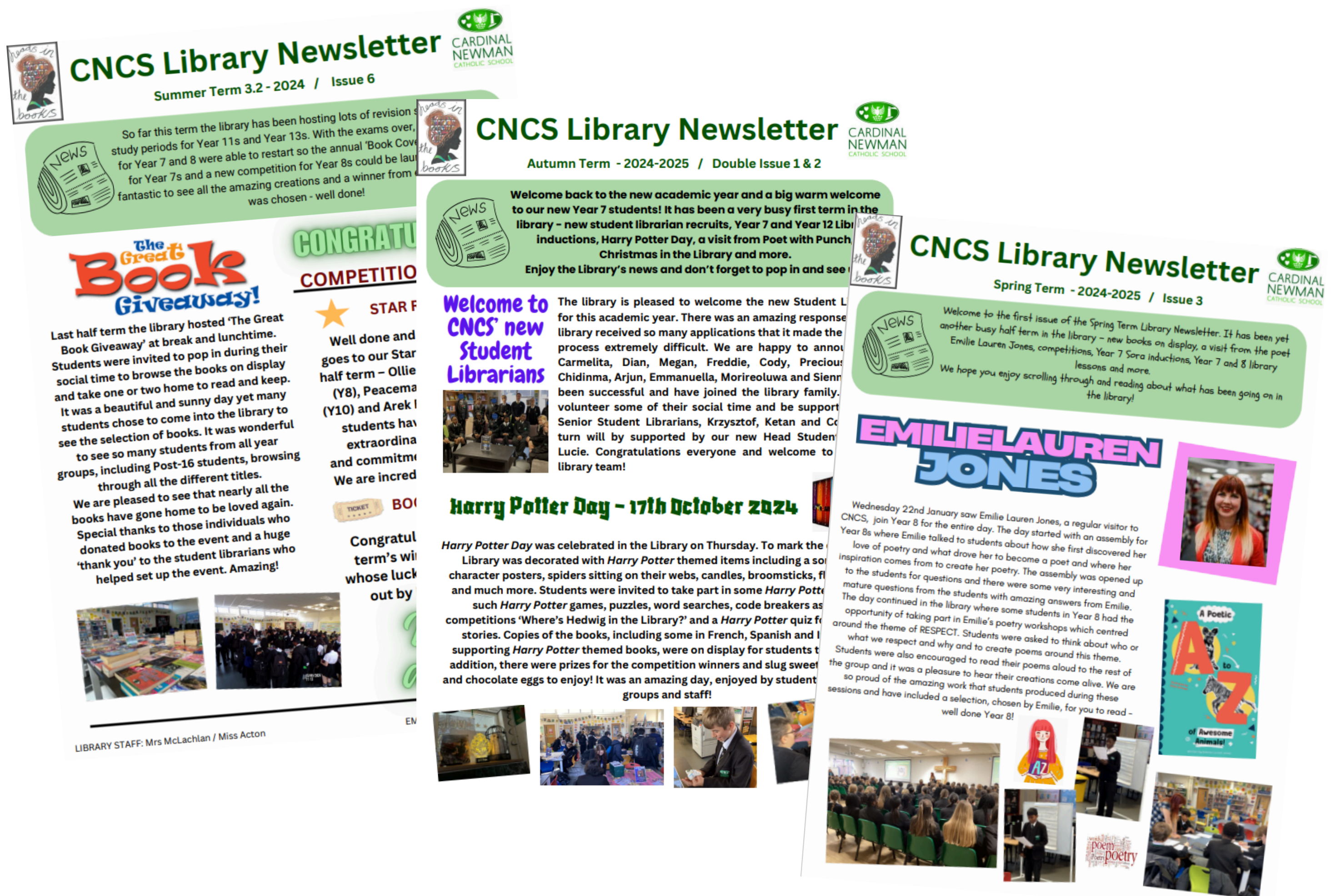


Every book loan receives a raffle ticket which goes into the Book Raffle Tub and a winning ticket is drawn out each half term. The more you read the greater the chance of winning!

LIBRARY NEWSLETTER

Every half term the library issues a newsletter to students containing information and latest news from the library department. Students are kept up-to-date with new book titles, library facilities, competition winners, events, book reviews and much more.

The newsletter is compiled by library staff and many contributions also come from the students, Student Librarians and staff.



LIBRARY EXPECTATIONS

The Library is the heart of the school and is used continually by students and staff throughout the day. It is important to show consideration to all users so please make yourself familiar with the Library Expectations.



DO'S

DO respect the Library staff and other users.

DO ask the Library staff for help.

DO enter the Library quietly, especially during lesson time.

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 report any issues with the computer equipment.



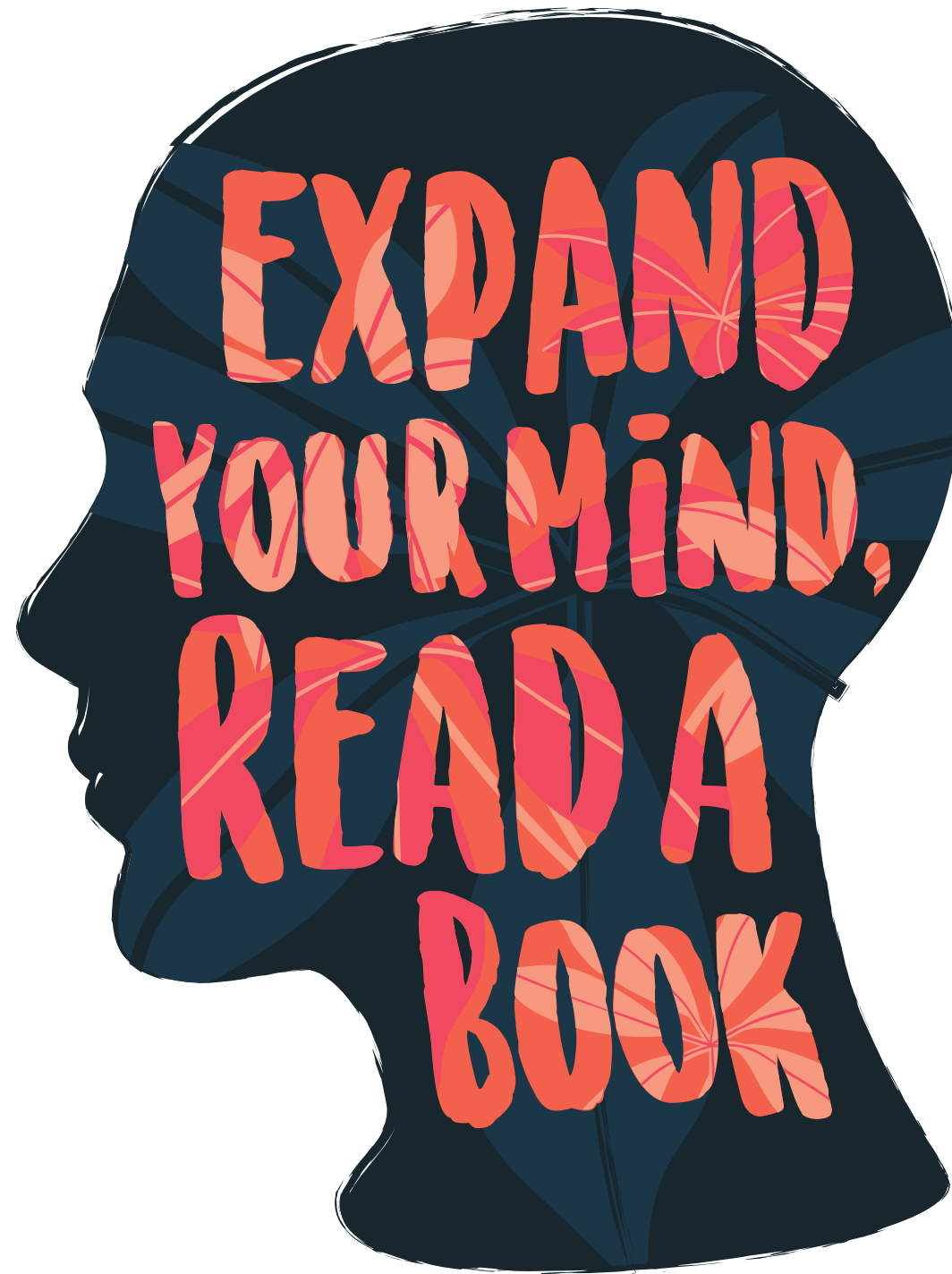
DON'TS

DON'T eat or drink in the Library.

DON'T use phones.

DON'T play games on the computers.

TO PARENTS AND GUARDIANS



To help children reach their potential in their academic journey at CNCS we encourage our students to use the Library regularly. We have 1000s of fiction and non-fiction books to encourage reading for pleasure and help support with academic studies.

As part of your child's daily equipment, a reading book is required and this can be borrowed from the library and changed on a regular basis.

Please help encourage your child to visit the library and borrow books on a regular basis as well as support us in keeping our books safe.

We look forward to helping and supporting your child during their time at Cardinal Newman Catholic School.

***Mrs McLachlan
Library Manager***



Cardinal Newman Catholic School Library

Website: www.cncs.school

Tel: 02476 332382

Email: CN_library@hccmac.co.uk

Reading Cloud: www.app.readingcloud.net

SORA Reading App: www.soraapp.com

Library Manager: Mrs A McLachlan