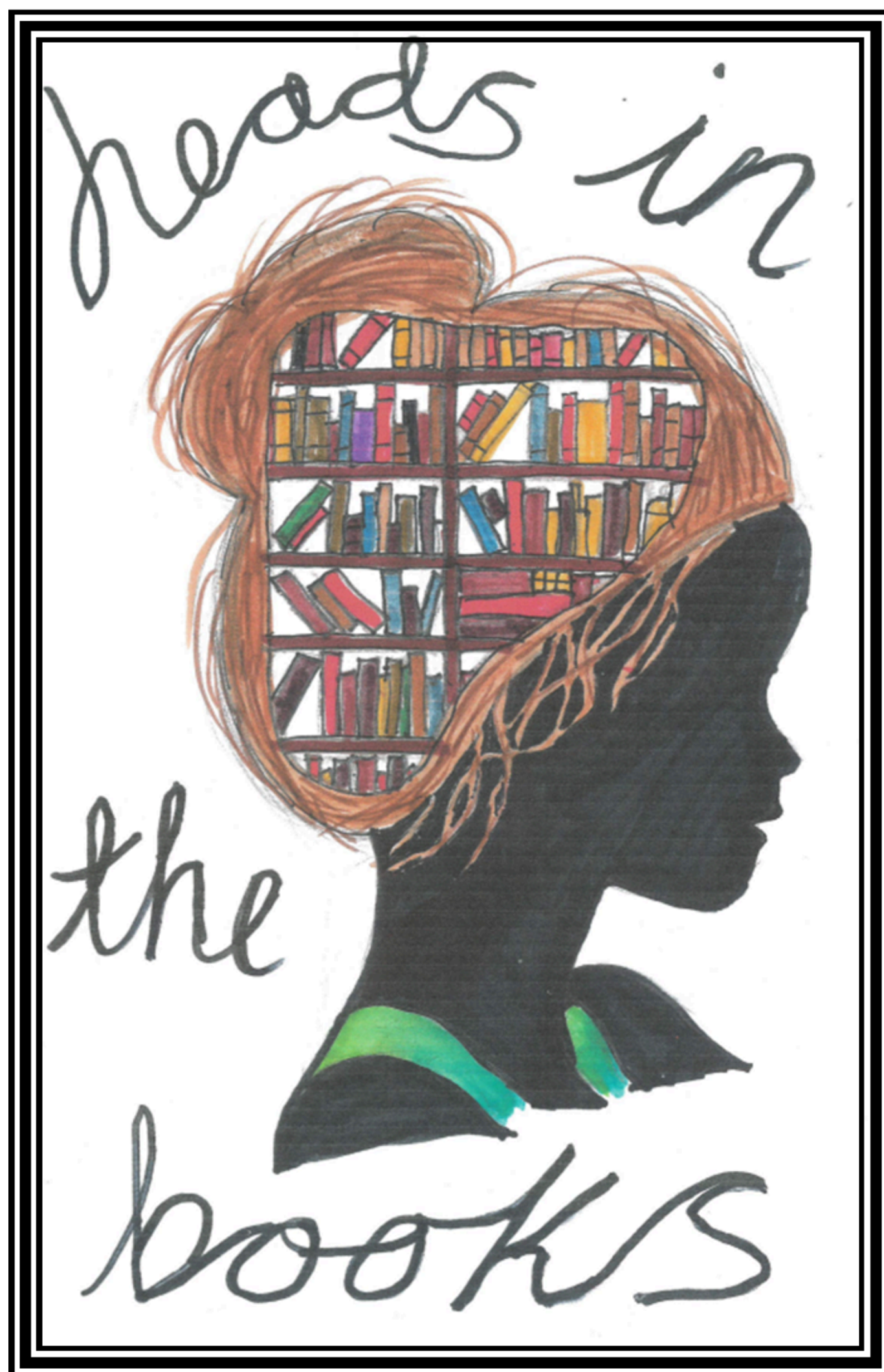




CARDINAL NEWMAN  
CATHOLIC SCHOOL



**POST - 16**  
**LIBRARY USER GUIDE**  
**2025-2026**

# 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

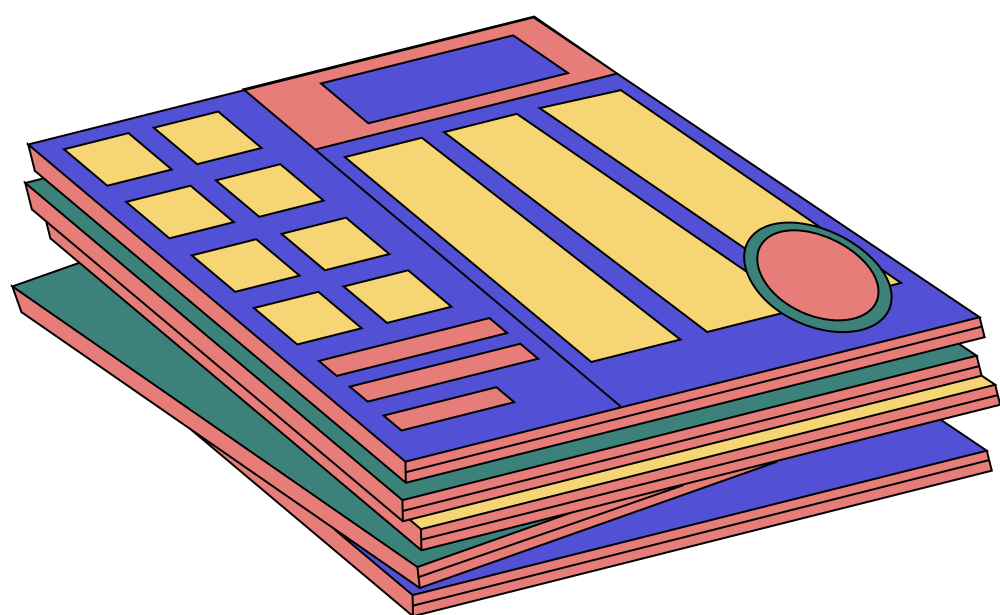
# LIBRARY RESOURCES

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





# **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.

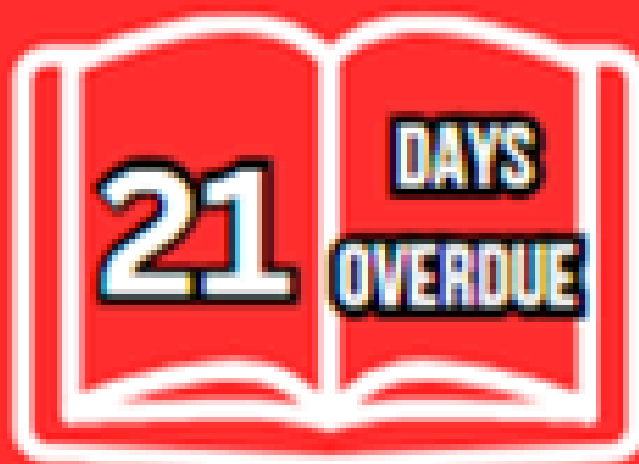
# OVERDUE BOOK PROCESS



**1ST REMINDER**



**2ND REMINDER**  
**BEHAVIOUR POINT ISSUED**



**TUTOR**  
**REMINDER**



**TEXT HOME**



**1ST LETTER**  
**HOME**



**2ND LETTER**  
**HOME**



**REPLACE BOOK**

# LIBRARY FACILITIES

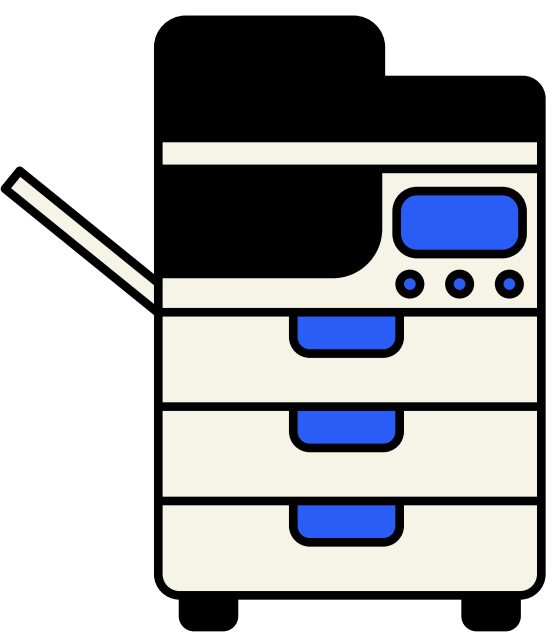
The Library stocks 1000s of books, fiction and non-fiction, to browse from. In addition, the Library's stock includes A-Level text books and revision guides to help and support your studies. There are also University Prospectuses and Apprenticeship information available. Remember Mrs McLachlan is here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

## COMPUTERS



Computers are to be used for study, homework or schoolwork only. To access the computers you must sign in at the Library counter, in the first 10 minutes of the period, and sign back out 5 minutes before the end of the period when you finish.

## 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 any assistance.

## 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.

## 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](http://www.app.readingcloud.net)

## DESIGNATED TABLES

There are large tables for quiet reading, study and revision. Laptops are available from the Post-16 area to use in the library.

## 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](http://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.

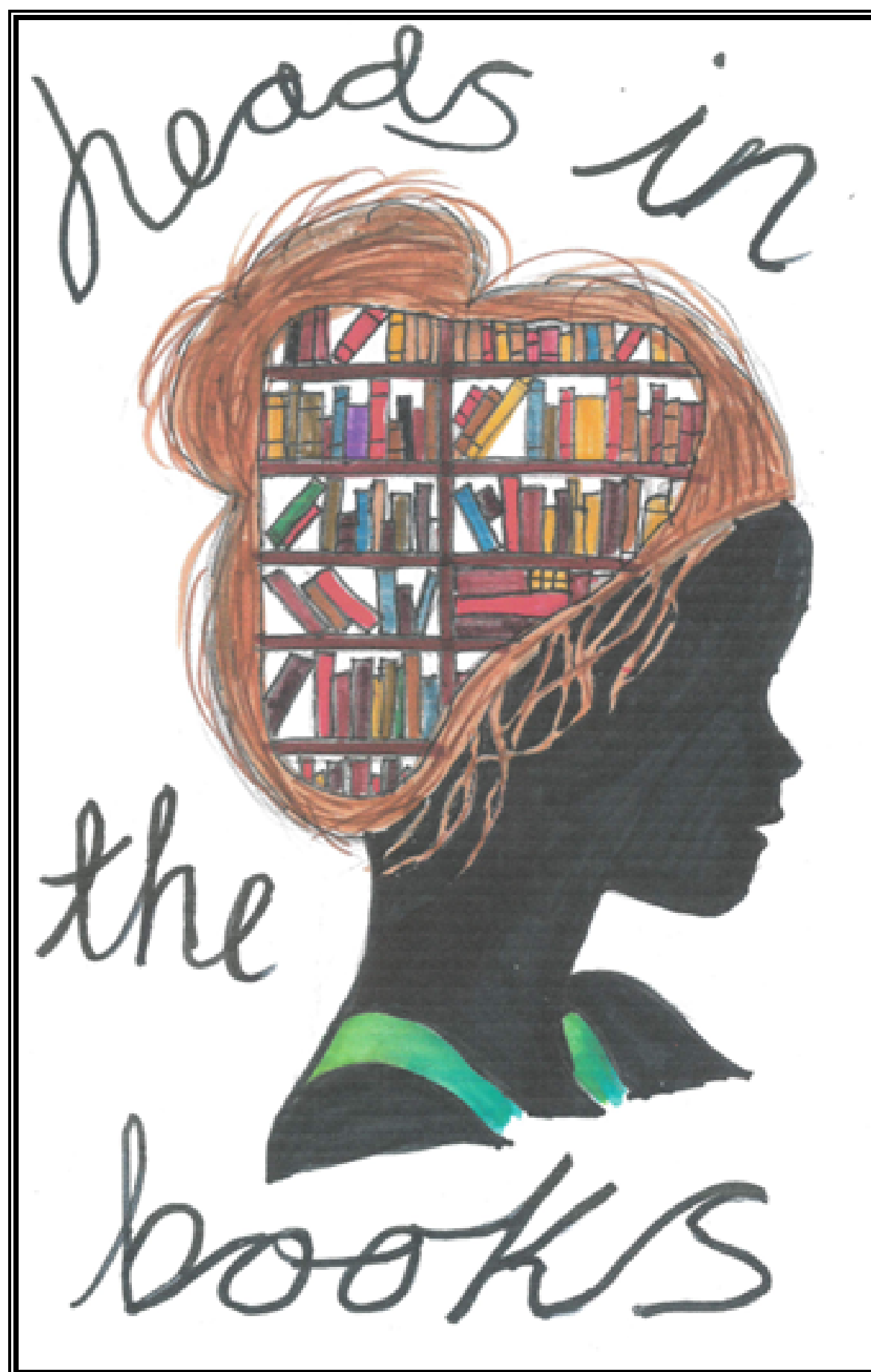


# STATIONERY SHOP

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 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.

**CNCS Library Newsletter**  
Summer Term 3.2 - 2024 / Issue 6

So far this term the library has been hosting lots of revision study periods for Year 11s and Year 13s. With the exams over, for Year 7 and 8 were able to restart so the annual 'Book Cover' for Year 7s and a new competition for Year 8s could be launched. It was fantastic to see all the amazing creations and a winner from Year 8 was chosen - well done!

**The Great Book Giveaway!**

Last half term the library hosted 'The Great Book Giveaway' at break and lunchtime. Students were invited to pop in during their social time to browse the books on display and take one or two home to read and keep. It was a beautiful and sunny day yet many students chose to come into the library to see the selection of books. It was wonderful to see so many students from all year groups, including Post-16 students, browsing through all the different titles. We are pleased to see that nearly all the books have gone home to be loved again. Special thanks to those individuals who donated books to the event and a huge 'thank you' to the student librarians who helped set up the event. Amazing!

**CONGRATULATIONS**

★ **STAR**  
Well done and goes to our Star half term - Ollie (Y8), Peacema (Y10) and Arek! Students have extraordinary and committed and committed. We are incredibly proud of you!

**WELCOME TO CNCS' NEW Student Librarians**

The library is pleased to welcome the new Student Librarians for this academic year. There was an amazing response to our new Year 7 students! It has been a very busy first term in the library - new student librarian recruits, Year 7 and Year 12 Librarian inductions, Harry Potter Day, a visit from Poet with Punch Christmas in the Library and more. Enjoy the Library's news and don't forget to pop in and see us!

**Harry Potter Day - 17th October 2024**

Harry Potter Day was celebrated in the Library on Thursday. To mark the occasion the Library was decorated with Harry Potter themed items including a sofa, character posters, spiders sitting on their webs, candles, broomsticks, and much more. Students were invited to take part in some Harry Potter activities such as Harry Potter games, puzzles, word searches, code breakers and competitions 'Where's Hedwig in the Library?' and a Harry Potter quiz for Year 7. Copies of the books, including some in French, Spanish and Italian, supporting Harry Potter themed books, were on display for students to borrow. In addition, there were prizes for the competition winners and slug sweet and chocolate eggs to enjoy! It was an amazing day, enjoyed by student librarians and staff!

**CNCS Library Newsletter**  
Autumn Term - 2024-2025 / Double Issue 1 & 2

**CNCS Library Newsletter**  
Spring Term - 2024-2025 / Issue 3

Welcome to the first issue of the Spring Term Library Newsletter. It has been yet another busy half term in the library - new books on display, a visit from the poet Emilie Lauren Jones, competitions, Year 7 and 8 library inductions, Year 7 and 8 library lessons and more. We hope you enjoy scrolling through and reading about what has been going on in the library!

**EMILIE LAUREN JONES**

Wednesday 22nd January saw Emilie Lauren Jones, a regular visitor to CNCS, join Year 8 for the entire day. The day started with an assembly for Year 8s where Emilie talked to students about how she first discovered her love of poetry and what drove her to become a poet and where her inspiration comes from to create her poetry. The assembly was opened up to the students for questions and there were some very interesting and mature questions from the students with amazing answers from Emilie. The day continued in the library where some students in Year 8 had the opportunity of taking part in Emilie's poetry workshops which centred around the theme of RESPECT. Students were asked to think about who or what we respect and why and to create poems around this theme. Students were also encouraged to read their poems aloud to the rest of the group and it was a pleasure to hear their creations come alive. We are so proud of the amazing work that students produced during these sessions and have included a selection, chosen by Emilie, for you to read - well done Year 8!

**A Poetic A-Z to Awesome Animals!**

LIBRARY STAFF: Mrs McLachlan / Miss Acton

# 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, we are here to support.
- DO** remember the Library is a silent and independent study area, treat it as a working space and not a social space .
- DO** enter the library at the beginning of a period – treat the library as a classroom and be on time. Access will be refused after the first 10 minutes of the period.
- DO** enter the Library quietly.
- 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 and report any faults.
- 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.
- DO** keep your phones on silent.



## DON'TS

- 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 STAFF WILL BE NOTIFIED. LIBRARY EXPECTATIONS ARE FOR THE BENEFIT OF ALL STUDENTS.**

# TO STUDENTS

**“Education is our passport to the future, for tomorrow belongs to the people who prepare for it today.”**

*Malcolm X*

***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***



**Cardinal Newman Catholic School Library**

**Website: [www.cncs.school](http://www.cncs.school)**

**Tel: 02476 332382**

**Email: [CN\\_library@hccmac.co.uk](mailto:CN_library@hccmac.co.uk)**

**Reading Cloud: [www.app.readingcloud.net](http://www.app.readingcloud.net)**

**SORA Reading App: [www.soraapp.com](http://www.soraapp.com)**

**Library Manager: Mrs A McLachlan**