

# Learning Resources Centre

## Information and Behaviour Guidelines

### ***Opening Times***

The Learning Resources Centre is open from 8.00am to 5.00pm each school day and is staffed during this time by either the LRC Manager or Librarian.

### ***Aims***

The Learning Resources Centre aims to provide appropriate resources to satisfy the information and literacy requirements of all students and staff. The Centre is a facility for study, homework, recreational reading and board games, it should be a quiet working environment. All users are asked to comply with this and to respect others who are working in the LRC. Talking must be kept to a minimum and as quiet as possible.

### ***Loans & Overdue Resources***

Books are loaned for a period of 2 weeks for students and staff. Students may take out 1 fiction and one non-fiction book at any one time. There are no fines for overdue books, but we do expect all students to take responsibility for school resources loaned to them, ensuring that they are returned on time so that they can be made available to others.

If student loans become overdue the following procedure applies:

1. A personal reminder is placed in the student's register, stating the title/s of any overdue resources and their return date, with a request for its/their immediate return. Borrowers are asked to return or renew their resources as soon as possible should they receive one of these notices.
2. Any resources that are still outstanding after these measures have been taken will result in a letter being sent to the student's home, to ask parents/carers to ensure the resource's return.
3. If the item is still not returned another letter will be sent home with a bill for its replacement.

If a student returns a book in an unacceptable condition then a letter will be sent home to their parent/carer asking for payment to replace the book.

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## Information and Behaviour Guidelines

### Use of the Computers in the LRC

The LRC has a wide range of resources available for study and recreational purposes as well as 30 networked computers.

Use of the computers in the LRC is subject to the school's Policy on the use of E-mail and access to the Internet.

The computers are for education purposes only and no games should be played on them. Any students misusing the computers will be asked to leave the LRC and could get their access to the network suspended.

At busy times computer use may be rationed to allow access to all those wishing to use the computers. Students are asked to comply with any time limits they are set.

At the end of computer use, all students must ensure that they log off properly and wait until the log-off process is complete before leaving the computer.

### Use of the Photocopier and Printer

The photocopier/printer may be used to photocopy library resources or other material needed for schoolwork. If a student is not taking part in a lesson there will be a charge for printing and copying.

#### ***Printing/Photocopier Charges:***

#### ***Black & White***

#### ***Colour***

A4

5p

20p

A3

10p

30p

# Learning Resources Centre

## Code of Conduct

We are very anxious to promote the active use of the LRC by all staff and students either individually or in groups. However, to ensure the smooth running of the LRC we would ask you to follow these guidelines:

### LRC Protocols

- A maximum of **5 students** from lessons to use the library unsupervised at any time
- Students sent to the LRC from lessons must have a **permission slip or a brief written note explaining the purpose of the visit including a note of the time the student left the lesson and teacher's initials**. Students must present this to the LRC staff on arrival. Students will be sent straight back to the classroom if they do not produce a signed note
- Teachers wishing to book the LRC for a lesson are asked to use the online booking system.
- Students should be escorted by the teacher to the LRC for a library lesson.
- The LRC is a quiet working area and when booking the LRC for a lesson this must be adhered to.
- Teachers/students should ensure that the LRC is left in a tidy state at the end of their lesson. Any tables or chairs that have been moved should be put back in their place.
- In order to promote a quiet, studious atmosphere in the LRC students may occasionally be asked to leave if they fail to comply with the Code of Conduct and, in extreme cases, may be banned from using the library for a fixed period of time

Inappropriate student behaviour will be reported to the subject leader or community leader for follow-up action

# Learning Resources Centre

## Code of Conduct

### Code of Conduct - Students

- The LRC is a place for quiet study and research
- All coats and bags must be left in the cloakroom area
- No food or drink may be brought into the LRC
- Students visiting the LRC in lesson time must have written permission from a teacher
- There should only be one student at each computer (two at break or lunchtimes)
- Students are expected to use the Network systems in a responsible way. As per the 'Policy and Guidance for Students and Parents Concerning Acceptable Student Use of The Internet and Intranet Resources'
- Computers are to be used for study not games
- Students should use the seating available and not sit on the floor or desks

Students who do not follow the Code of Conduct may be asked to leave the LRC and, in extreme cases, may be banned from using the library for a fixed period of time