



THETFORD GRAMMAR SCHOOL LIBRARIES

Welcome to your Pre-Prep/Prep School Library!



This guide is for **Pre-Prep** and **Prep School** pupils and their families on how to use the library.

Note – if you do not understand some of the terms used in this leaflet, there is a glossary at the back.

Librarian: Mrs J Settle

Resources in the Pre-Prep/Prep School Library

Fiction: a selection of **fiction** (story) books to suit all tastes and reading ages. Recommendations for good books are always welcomed.

Information books (also known as non-fiction): we have a large selection of **information** books which support your schoolwork and also a good variety of general interest books. If your favourite hobby is not included then let Mrs Settle know – she is always happy to receive suggestions.



Magazines: There are a few magazines to read these need to stay in the library.

Finding items in the Library

Pre-Prep: picture books can be found in the picture book box. All picture books have a yellow sticker ● on them. There are sections for story books and information books.

For Prep School Readers: **Fiction** books are arranged in **alphabetical order** and labelled with the first three letters of the **author's surname** on the spine. Some books will also have **genre stickers** (eg animals or mystery) to help you choose books by the type of story.



Fiction and information books that do not fit on the usual shelves are found in the **Oversize** section.

Information books contain facts and are not shelved by the author but by what the books are about. Information books have **spine labels** with a **colour** and a number. **The Dewey System** is a numbering system which organizes information books into ten **coloured sections** according to what **subject** they are about – you can see from the display on the wall in the library which colour the subject you are looking for comes under. Within each subject section the books are arranged in **numerical** order.

To find out what **Dewey number** your **subject** has, use the yellow ***Cracking the Code*** index booklet. Look up your subject, eg reptiles, and you can see what colour and number reptiles has.

From the <i>Cracking the Code</i> index:		
religious festivals	black	291
reptiles	green	597
rice	red	641

How many books may I borrow?

You may borrow up to 2 books for two weeks. If you need a book for longer you may keep it for another two weeks so long as another student isn't waiting to borrow it.



Please do not ignore any overdue notices you receive – others may be waiting to borrow the book you have.

How do I borrow a book?

Write down the details of your book in the **Borrower's Book**. (There is a notice at the desk showing you how to do this.)

How do I return my book?

First, write the return date in the **Borrower's Book**. If you know where your book goes on the shelf ***please help Mrs Settle and the student librarians by putting the book back***. If you don't know where the book goes you can leave it in the **Book Returns trays**. (There is one tray for fiction books and one for information books).

What if my dog has chewed my book?

You are expected to return all loans in good condition. Lost or damaged items will have to be paid for so that we can replace them. If you have a problem then please do speak to Mrs Settle.



Can my friend borrow my library book?

You are responsible for looking after any books you borrow from the school library so please don't lend one to a friend. If your friend wants to borrow the book then you should mark it as returned in the **Borrower's Book** and your friend can then write their details down.

Student Librarians

Some pupils in Years 5 & 6 choose to be **Librarians** and learn more about looking after the library and how to use the library computer. They are always willing to help other pupils, so don't be afraid to ask them or Mrs Settle if you need any help.

Please enjoy your library!

To help make the library a pleasant place for everyone to enjoy please keep it tidy.



If you are in the library during **break on a rainy day** please put away the books or magazines you were looking at!

Online Resources for Homework Help

It can be very confusing when you are trying to look for information on the internet to help you with your homework. Why not ask an adult to help you try some of the websites which Norfolk Libraries provide (if you have a Norfolk library card you can use them for free).



A good source of information for many topics is *Encyclopaedia Britannica Junior*. To log-in to this website you will need your **Norfolk Library card** number. You can log-in at the web page:

<http://library.eb.co.uk/storelibrarycard?id=norfolklibs&target=/levels/junior>

If your parents would like to find out more about other websites available from Norfolk Libraries they can see an A-Z list at the web page:

<https://www.norfolk.gov.uk/libraries-local-history-and-archives/libraries/library-services/information-service>

Don't have a Norfolk library card?



As you go to school in Norfolk you may join the Norfolk library service even if you live in another county. An adult in your family can apply to join online at:

<https://norfolk.spydus.co.uk/cgi-bin/spydus.exe/MSGTRN/OPAC/JOIN?HOMEPRMS=GENPARAMS>

Alternatively, an adult may be able to find out what online information your county library service has to offer.

Glossary

Alphabetical: arranged in the order of the letters of the alphabet – a, b, c, etc.

Borrow: to take something belonging to someone else (with the owner's permission) and giving it back when you have finished with it.

Fiction: is something that is made up so this means story books.

Genre: the type of story that a book is about eg adventure, animals, crime & mystery, horror.

Glossary: a list of words at the back of a book giving the meaning of some of the words used in a book.

Index: a list of topics showing you where to find them. An *index* is usually at the end of an *information book* to tell you what page the topic is on. The *Cracking the Code index* tells you what *Dewey number* the topic is.

Information Book: also known as *non-fiction*, these are books which give you facts and information.

Librarian: someone who works or helps out in a **library**.

Library: a place with books and other resources which you can borrow.

Numerical: arranged in number order 1, 2, 3, etc. The *numerical* system used in libraries to shelve information books is known as the Dewey Decimal System, named after Melville Dewey who created it.

Online: using your computer to connect to other computers. An example of an *online resource* is a website you might use to find information.

Oversize: books which are too big for the usual shelves. There are separate spaces for *oversize fiction* and *oversize information books*.

Research: looking up information in books, websites and other sources.

Resources: things we use for our studies. The most common *resources* in a library are books.

Spine labels: these are the labels on the spine (the edge of the book you can see on the library shelf). They have the first three letters of the author's surname (*fiction*) or numbers (*information books*) to help you find the book.

Website: a group of pages on the internet (the network which connects computers world-wide).