



THETFORD GRAMMAR SCHOOL LIBRARIES

Welcome to your library!

This is a guide for **Senior School** and **Sixth Form** students using **Old School Library**.



Librarian: Mrs J Settle

Mrs Settle is part-time and will sometimes be found in the Prep School Library. If you are unable to get hold of her please feel free to leave a note on her desk or email your query.

js@thetgram.norfolk.sch.uk

Old School Library is the main Senior School and Sixth Form library. It is also used as the base for Homework Club afterschool. Resources available from Old School Library include:

Fiction: a selection of fiction to suit all tastes. Recommendations for good books are always welcomed.



Information (non-fiction) books: as well as information books which support your schoolwork we have a variety of general interest books. If your favourite hobby isn't included, Mrs Settle is happy to receive suggestions.

DVDs/audio books: we don't have the latest blockbusters but we are increasing our stock of literary related films.

Newspapers & magazines: local newspapers and The Week Junior magazine.



Kindles: if you find the typeface of some books difficult to read then ask Mrs Settle about borrowing the library Kindle. We have all the set books on Kindle as well as some reading for pleasure items.

Computers & Online Resources: for research and work. See **Appendix A** for details of our online subscriptions and those available from Norfolk Library and Information Service

Using your library

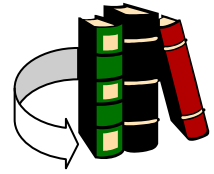
Lessons and meetings are occasionally scheduled in the Old School Library during the school day. When free, Old School can be used for silent study. During break and lunchtimes you are welcome in Old School to read, research or do homework. You are expected to be quiet and not disturb others.



No eating or drinking is allowed in either of our libraries. There are plenty of other places to eat your lunch or snack so ***please observe this rule.***

Finding items in the Library

Fiction is shelved alphabetically by the author's surname: the first three letters of the author's name is on the spine label of all fiction books. Some books also have genre stickers on the spine if you are looking for particular types of stories.



Information books are shelved using the Dewey Decimal System. You will find the Dewey number on the spine label. Use the yellow School Library Index to find the number for the subject you are looking for.




Don't forget that with both fiction and information books some items may be located in the **Oversize** section.

The **carousels** house our DVDs and audio books, also fiction classics and some fiction and non-fiction series.

Restrictions

Only a few items in Old School Library are reference material and may not be borrowed. These are identified by the reference sticker on the spine.

Books with coloured dots on the spine:

-  Orange dots: fiction items recommended for Year 9+.
-  Bright red dots: books for Yr 11 and Sixth Form only.
-  Blue dots: these books are quick reads, often with clear type faces. They are highlighted as dyslexia-friendly but these books are for all to read.

DVDs with dots on the spine: these age restrictions are applicable by law. Orange dots: age 12+. Bright red dots: age 15+.

Citation and Referencing

An **important skill** you will need for the work you do at A level is to include proper references to the source of your information. Mrs Settle will give information to Sixth Formers about this during general studies. The PowerPoint presentation about Citation & Referencing and also some tips for EPQ Students can be found in the **Library** folder on Google Classroom.

How do I borrow a book?

If the librarian is not present then write down your loan on the **Self-Issue book**. The barcode number asked for is not the publisher's ISBN number on the back cover but rather the **TGS barcode number** (eg R01001) found inside the first few pages.

FAQs

How many books may I borrow?

You may borrow up to 4 items at a time. Books and audio books are loaned for two weeks. If you need a book for longer you may renew it for another two weeks, providing it has not been reserved by another student. DVDs may be borrowed for 3 days.

If you need a longer loan for coursework purposes please arrange this with Mrs Settle when borrowing the book.

How do I return my book?

Please do not return your item straight to the shelf as it will still be marked as on loan to you. If the librarian is not present please make sure you write down the **date returned** in the **Self-Issue book** before returning the book to the shelf. If you're not sure where the book should be shelved you may leave it on Mrs Settle's desk. Please do not ignore any overdue notices you receive – others may be waiting to borrow the book you have.

What if my dog has chewed my book?

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



Can my friend borrow my library book?

Do not borrow books on behalf of a friend. Items you borrow are marked as on loan to you and if there are any problems with the return of the loan then you are responsible for it.

Please enjoy your library!

If you have any questions or concerns please feel free to speak to Mrs Settle.



Appendix A: Online Resources

TGS Libraries provide a number of online resources to help you with your studies. The following are accessible from school or home.



Complete Issues

Are you researching issues? Complete Issues gives you electronic access to the following publications:

Essential Articles: provides relevant newspaper articles - opinions, arguments, personal accounts, opposing viewpoints. There is also a hard copy on the shelf in Old School Library, Dewey class no 361.

Fact File: the facts and figures you help with your research. On shelf class no 032.

Key Organisations: the annual guide to thousands of organisations: pressure groups, government, universities, charities. On shelf no 062.

You can browse or search Complete Issues to access all pages of the current and past publications. Information can be downloaded as .pdf or .xls to create your own charts for statistics. You will also find links to guide you to relevant sites for further research on the topic.

E-Magazine

For A-Level English Students

Provided by the English Department, you can log on to this website to find over 1500 articles on varied texts and topics, video clips of writers, critics and academics, and interactive resources.

Log-in details for the above subscriptions can be found in the **Library** folder in **Google Classroom**

Subscriptions from NCC Libraries

Norfolk Library and Information Service provide many subscription websites which are free for you to use. Some of these resources are accessible only from computers in your local library however **many resources can be accessed from home** using your library card, including:

Ebooks and eMagazines: free books and magazines from Norfolk County Libraries <https://www.norfolk.gov.uk/libraries-local-history-and-archives/libraries> Click on the **ebooks and emagazines tab**. Titles include Artists & Illustrators, BBC History, Digital Photographer, The Economist, Four

Four Two, Health & Fitness, New Scientist, Newsweek, PC Advisor and many more!

Encyclopaedia Britannica Online - the complete encyclopaedia, plus a dictionary and a thesaurus. Split into three age groups so suitable for your level of homework and research needs: Britannica Junior, Britannica Student, and Britannica Adult.

Gales News and Reference collection - searchable archive of major newspapers.

Oxford Art Online – information on all aspects of the visual arts worldwide from pre-history to the present day

Oxford Reference Online – fast access to information on every subject ...from Art to Zoology using over 175 different reference works in one database. Good source of reliable information for homework.

Oxford Dictionary of National Biography - an illustrated collection of 56,000 specially written biographies of the men and women who shaped all aspects of Britain's past.

Times Digital Archive (1785-1985) - the complete digital edition of The Times (London)

Very Short Introductions - concise introductions to a diverse range of subject areas.

For the full A – Z list and links to the online resources provided by NCC go to <https://www.norfolk.gov.uk/libraries-local-history-and-archives/libraries/library-services/information-service> To access these resources from home you will need a **Norfolk library card and PIN no.**

Don't have a Norfolk library card?

It's easy to register for a card - go to:

<https://norfolk.spydus.co.uk/cgi->

[bin/spydus.exe/MSGTRN/OPAC/JOIN?HOMEPRMS=GENPARAMS](https://norfolk.spydus.co.uk/cgi-bin/spydus.exe/MSGTRN/OPAC/JOIN?HOMEPRMS=GENPARAMS)



Even if you live in Suffolk or Cambridgeshire, as you **go to school in Norfolk** you may join the Norfolk library service. Alternatively, check out what online subscriptions your county library service has to offer.