

## A GUIDE TO USING THE LEARNING RESOURCE CENTRE

- The Learning Resource Centre (LRC) is open every day from 8.35am – 4.00pm (3.30pm on Friday), for quiet reading or to complete school work.
- The Librarian, **Ms Allen**, is happy to help you. Please ask if you have any queries about how or where to find the information you need.
- You can borrow up to **two** books at a time.
- Books are borrowed for up to **two** weeks and must be returned to the Librarian's desk or put in the Book Return Box which is outside the LRC.
- The return date is stamped on the slip in front of the book to remind you.
- If you have not finished reading your book, ask the Librarian to renew it.
- All fiction books are stored on the shelves in alphabetical order by author's surname.
- Large selections of audio books on CD are available.
- All non-fiction books are stored on the shelves by their Dewey number which you will learn about in Library Induction Lessons.
- Books are marked as age appropriate. If you wish to read a book for an older age group you will need to bring in a letter from home giving permission.

