



Welcome To Your School Library

Introductory Information 2016

Who are the school librarians?

Your School Librarians are Mrs Donaldson and Mrs Taylor, who manage the Primary, Secondary and Careers Libraries.

If you can't find the resources you want, need advice about projects/homework, or how to use the computers and internet just ask!



Ask A Librarian.

When is the library open?

Primary 5/6/7

Monday	12.05-12.55
Tuesday	12.05-12.55
Thursday	12.05-12.55
Friday	12.05-12.55



Secondary

Tuesday	1.15 – 1.45
Wednesday	1.15 – 1.45
Thursday	1.15 – 1.45

The library is also open every day before school from 8.30am and after school until 4.15pm

How many books can I take out?

Four at a time. Please note that if you have any books more than 4 weeks overdue you will not be able to borrow any more until the overdue book is returned.

How long are my books issued for?

Your books will be issued for two weeks at a time. If after two weeks you would like to keep the book a little longer; bring it back to be reissued

Borrowing resources

Once you have chosen your book, video etc take it to the issue desk and tell the librarian your name, she will then issue it to you

Returning a book

Take your book back to the Librarian at the issue desk.

Do not put your book back on the shelf. Always hand it in at the issue desk!

Overdue books

If you do not bring your books back on or before the date stamped you will receive an overdue slip during registration asking you to return the book(s) to the library.

Once your book is four weeks late, a letter will be sent home requesting that the book(s) be returned immediately.

Overdue lists are posted outside the School Library and on the Library Noticeboard in the South Campus each week, if you are unsure about which books you have out please check this list.

Care of books

No one likes dirty or damaged books, so please take care of them. The library cannot afford to replace many books if they are damaged; it is you and your friends who suffer when books are withdrawn from stock. The Librarians understand that sometimes accidents do happen and, provided you explain the circumstances you will not be asked to pay for minor damage.

If however the book, DVD etc has been badly damaged or lost you will be asked to either pay the full replacement cost of the item, or replace it yourself with another book of the same value.

How to find a book

We have primary and secondary sections in our library, with an overlap between the two areas.

All the books in the library are divided into Fiction, Non Fiction and Reference. Reference books cannot be borrowed from the library, as they are important resources, which are used every day by staff and pupils.

All the resources in the library have been added to our online catalogue called OLIVER, which is available on our school network. When you are looking for a book, video etc you should use the Inquiry facility on any of the PCs in the library. You will find detailed instructions beside the computers.

In the near future OLIVER will be added to the main school website and you will be able to access the catalogue from home.

If you still can't find the book, subject you're looking for ask Mrs Donaldson/Mrs Taylor to check for you.



Fiction Books

All fiction books may be borrowed from the library. Our fiction titles are split into 3 main areas, primary, teenage and senior fiction both arranged in alphabetical order by the author's surname.



We have also introduced a small area with Graphic Novels, Short Stories and Quick Reads.

There are now a large number of good websites available allowing you can buy books, read book reviews, look at author websites etc. If you would like any advice about finding any good websites speak to Mrs Donaldson/Mrs Taylor.

Non-Fiction Books

All non-fiction books are arranged by subject.

Using OLIVER you can search for books by entering the subject you want in the inquiry section, take a note of the Dewey numbers and/or titles, then use the shelf headings and Dewey numbers on the spines of the books to guide you to the exact book(s) you are looking for.



OLIVER also gives you other information about the book(s) you are looking for, including whether the book is available or out on loan. If the book is out on loan you can reserve it yourself by following the screen instructions. When the book is returned Mrs Donaldson/Mrs Taylor will let you know that it is waiting for you at the issue desk.

If you can't find what you are looking for, ask Mrs Donaldson/Mrs Taylor to check for you.

New Titles

We buy new resources for the School Library throughout the year, and welcome suggestions from all pupils and staff.

When new resources arrive in the Library they are usually displayed in the 'New Titles' sections, and more popular titles may have a waiting list.



Jordanhill School Top Fiction Titles 2015/16

Here are the top 10 fiction titles borrowed by
S1/2, S3/4 and S5/6 from the school library last year.

S1/2 Top Titles:

- Cherub. Class A – Muchamore, Robert
- Gone – Grant, Michael
- Allegiant – Roth, Veronica
- Looking For Alaska – Green, John
- Life On The Refrigerator Door – Kuipers, Alice
- The Scorch Trials – Dashner, James
- Boys Don't Cry - Blackman
- The Mortal Instruments 1. City Of Bones – Clare, Cassandra
- The Legacy – Malley, Gemma
- Mission Survival 2. Way Of The Wolf – Grylls, Bear

S3/4 Top Titles:

- Miss Perigrine's Home For Peculiar Children – Riggs, Ransome
- The Fault In Our Stars – Green, John
- Skulduggery Pleasant 8. Last Stand Of Dead Men – Landy, Derek
- Ketchup Clouds – Pitcher, Annabel
- The Mortal Instruments 1. City Of Bones – Clare, Cassandra
- Cherub. Class A – Muchamore, Robert
- Noughts And Crosses – Blackman, Malorie
- Face – Zephania, Benjamin
- Geek Girl – Smale, Holly
- Blood Red Road – Young, Moira

S5/6 Top Titles:

- Lord Of The Flies – Golding, William
- The Book Thief – Zusak, Marcus
- Catch 22 – Heller, Joseph
- A Clockwork Orange – Burgess, Anthony
- One Flew Over The Cuckoo's Nest – Kesey, Ken
- The Cuckoo's Calling – Galbraith, Robert
- Sabriel – Nix, Garth
- A Tap On The Window – Barclay, Linwood
- A Thousand Splendid Suns – Hosseini, Khaled
- 12 Years A Slave – Northup, Solomon

Other resources available in your School Library

Your school library is a resource centre for the whole school, lending out not only books, but also a range of other materials including DVDs, Audio CDs and careers resources.

The library also provides a wide range of reference materials for pupils and staff, including project folders and a reference section.

Careers Library

The careers library is joined to the School Library, and used by senior pupils during their study periods. The careers library holds a wide selection of up to date books, leaflets, booklets, prospectuses and magazines, all of which may be borrowed by pupils.



A number of careers websites suitable for a range of ages and abilities are used at appropriate stages throughout the secondary school, including PLANIT Plus and the My World Of Work websites. Any pupil may make an appointment to see the school's Careers Advisor by completing an appointment card available from the issue desk, and posting it in the Careers Scotland post-box in the Careers Library.

All pupils from S2 – S6 use the careers library through their Social Education classes, and are encouraged to make use of it throughout their time here at Jordanhill School.

Kindles & E-Books

We have 6 Kindles each with over 120 e-books.

These are for use in the School Library and/or English classrooms. Many of the 120+ titles are short stories which can be read quickly.

See our Catalogue of E-Books for full list with blurbs.



Audio Visual Resources

The library has a collection of AV materials, including:

- DVDs
- Audio CDs



all of which may be borrowed from the issue desk.

Computing Facilities

There are 12 PC's located in the library available for pupil use. These 12 PC's are all connected to the school network, laser printer and have filtered Internet access. We also have 16 laptops held in a secure trolley. These laptops may be used in the library and/or in classrooms nearby.



Please ensure that you have read, understood, signed and returned a 'Computer and Network User Contract' before using any of these PCs for the first time. If you have not returned your completed user contract you will be denied access to the system

Copies of the user contract and its conditions are on display in the library, any pupil found to have broken their contract risk their access being withdrawn by the network manager

Online Databases

Complete Issues

The School Library has a site licence, making Complete Issues available to all pupils and staff at all times - even from home! You can search for a topic and instantly obtain a complete package of relevant articles, current statistics and reliable contacts.



Username & Password available from Library Staff/Teachers

SCRAN



Scran works in partnership with over 300 cultural institutions in Scotland and the rest of the UK who contribute material to the online service. The online learning resource service hosts 360,000 images, movies and sounds from museums, galleries, archives and the media.

Username & Password available from Library Staff/Teachers

Library Web Pages

The School Library web pages can be accessed from the front page of the main school web pages. We will continue to add reading lists, new resources etc to our pages keeping you up to date with what's going on. We will also post our weekly School Library timetable showing class visits throughout the year.

Contact Us

If you have any queries re loans, library resources/facilities etc you can contact us on:

grp_librarians@jordanhill.glasgow.sch.uk

Brain Games

The School Library has recently set up a 'Brain Game' area which includes a range of traditional and new innovative games/challenges for you to play at lunchtimes and after school. These games include:

- Chess
- Backgammon
- Who Wants To Be A Millionaire?
- Ludo
- Draughts
- So Dukou
- Make 'N' Break
- Bedlam
- Camelot
- Frame It
- Snatch
- Sodoku Cube



All these games are for use in the School Library only, and may not be borrowed.

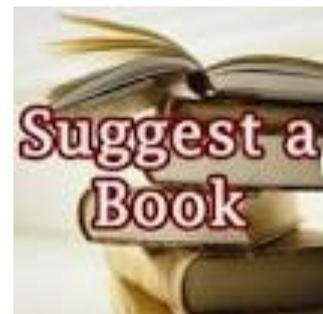
Learning Zone

The Learning Zone includes a range of self help and study books for pupils in S1 – S6. The books include revision guides, past exam papers, how to pass your driving test, mind mapping, study skills etc

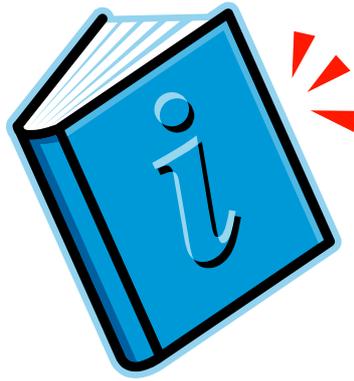
Book Suggestions

Do you have a favourite author, type of book, hobby or subject at school and would like to see more of these books in your school library?

Why don't you help Mrs Donaldson/Mrs Taylor choose some new books by using the suggestions folder, which is available at the issue desk?



We buy books/DVDs etc throughout the year, and always check your suggestions before placing our order!



Resources available in your school library:

- Fiction Books
- Non Fiction Books
- Reference Books
- 6 Kindles with 120+ ebook titles
- DVDs
- Audio CDs
- Learning Zone
- Past Papers & Study Guides
- Photocopier (5p per A4 sheet)
- Brain Games
- 16 Laptops
- 12 PC's linked to a laser printer, the school network and the Internet
- Careers Resources
- Access to SCRAN – an online database
- Access to Complete Issues – an online database