

The Learning Resource Centre (LRC)

The LRC provides a wealth of learning resources for your studies and a quiet area to work. The LRC is situated between the main reception building and the science block and all students must use the entrance adjacent to the quad. Access to/from the IT corridor is for staff only.

What is in the LRC?

-  Fiction novels
-  Non-fiction (Information books)
-  Reference books (Dictionaries, encyclopaedias, atlases etc)
-  Careers Library
-  Daily newspapers & periodical magazines
-  Topic boxes
-  Computer area with printer
-  Stationery to buy
-  Photocopier (5p per A4 copy/ 10p per A4 colour copy).

When may I use the LRC?

Anyone may use the LRC during break and lunchtime for quiet study or homework.

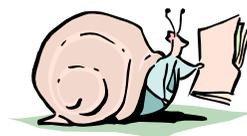
Years 7 - 11: Your teachers can book lessons in the LRC to enable you to carry out research, select fiction or for study.

If you are sent by your teacher during a lesson to the LRC you will need a signed note before you are given permission to work here.

Sixth Form: you may use the LRC for quiet independent study throughout the school day when there are no classes using it.

How do I borrow books?

Most fiction and non-fiction books can be borrowed from the LRC; just bring them to the Issue Desk, give your surname and your book will be issued to you for two weeks. Your book/s will be stamped with the date of return. You are able to take out two books at any one time. If you wish to renew a book you may do so by bringing it to the Issue Desk and asking for an extension.



What happens if a book is overdue?

Overdue reminders will be sent via the registers in the first instance. Please return the book promptly otherwise you will be fined at a rate of 5p for each day the book is overdue.



What if I can't find what I am looking for?

Please ask for help. If a book you need is on loan, you may reserve it, it will be kept at the Issue Desk and you will be informed when it becomes available via your form register.

If you need to find information on a particular subject, please ask at the Issue Desk.



What if the security alarm sounds as I leave the LRC?

Please return to the Issue Desk if the alarm sounds - a member of LRC staff will be happy to deal with the situation.

Sometimes books from other libraries trigger the alarm or it may be that LRC staff forgot to scan the item out.

LRC Behaviour Code for all Students



Coats, hats, scarves and gloves must be removed and placed on the back of your seat or the coat hooks provided.



Bags must be placed underneath the desk/workstation you are sitting at.



Mobile phones, ipods and MP3 players are not to be used.

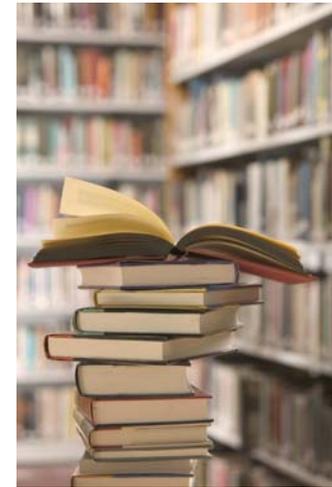


Noise is to be kept to a minimum

The LRC is **not** the place to be:

- For eating or drinking
- If you do not have any work to do
- If you want to sit and chat
- If you want to play games

If you are spoken to about any of the above, you **will** be asked to leave the LRC. Persistent offenders will be banned from the LRC for a period of time.



The Learning Resource Centre



Opening hours:

Monday - Thursday 8.00 am to 4.00pm
Friday 8.00 am to 3.00pm

