

**Personal Learning Centre (PLC) & Library
CURRENT PROCEDURE FOR LIBRARY BOOK LOANS (COVID)
INSTRUCTIONS FOR PUPILS**

All Dormston pupils automatically become members of the Personal Learning Centre (PLC) & Library, enabling you to borrow books and reading material.

For the time being pupils will not be able to visit the PLC to return or renew books or to choose new ones but the PLC remains functional as per the procedures on the following slides.

I know there's a lot to remember, so this power point can be accessed via the Personal Learning Centre & Library section on the school website. It will also be sent to your school e mail account for your information. *Please remember to check your e mails regularly as this will be your main point of contact with the PLC & library, for the moment.*

Please do not hesitate to e mail me (from your school e mail) with any questions, especially if there is something you are unsure of.

Thank you,
Mrs Ellsmore
PLC / Library Manager
sellsmore@dormston.dudley.sch.uk

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HOW TO BORROW A BOOK

To borrow a book, please e mail me (from your school e mail)

Mrs Ellsmore, sellsmore@dormston.dudley.sch.uk

If you prefer, you may fill out a BOOK REQUEST slip, which you can get from your Form Teacher.

- If you know the book you want to borrow, please state the book title and author name.
- If you are unsure of what to read or would like some recommendations then please e mail me and I will choose books for you.
- To help you choose books, please look on the Personal Learning Centre & Library section on the school website. There's a wealth of book lists and book sites for you to look at and you can now browse our school library catalogue. *Please note; you won't be able to access your own library account from this link. It is there for you to browse then e mail me with any titles you wish to borrow.*
- If there is a book you wish to read but it isn't on the library catalogue, please e mail me the title and author and I will source it for you.
- All books you request will be issued to your personal library account. There is no a set limit to the number of books you may borrow.
- The date you can borrow the book until is the last date stamped on the white date label at the front of the book. Please remember that this is the date you will need to renew it (if you are still reading it and wish to keep it longer) or return it (if you have finished it) by.
It's good practice to write this date in you planner to remind you.
- All books you order will be delivered to your form classroom and will be given to you by your Form Tutor.

Please look after your book and aim to return it in the same condition you borrowed it in.

We strongly advise you keep your book(s) in a small plastic bag especially as school bags may contain water bottles that very often leak.

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HOW TO RENEW A BOOK

- Pupils are responsible for renewing and returning their book(s) on time.
 - The date the book is loaned until, is the last date that is stamped on the label in the front of the book.
 - If you wish to still borrow the book after this date, please e mail sellsmore@dormston.dudley.sch.uk to ask for it to be renewed. I will e mail you the new date for you to write on the date label.
- There is no limit to the number of times a book can be renewed.

HOW TO RETURN A BOOK

- There are three book returns boxes in school located within the specific 'bubble' areas.
- Books for return should be placed in the correct relevant 'BOOK RETURNS' box' – details as per below.
- Returned books will be collected and returned to the PLC on a regular basis.
- Returned books will taken off your library account.
- All returned books will be quarantined for 72 hours before being re-issued.

Location of BOOK RETURNS boxes.

Pupils must return their books to their specific year group box only.

Y7	Outside A7
Y8	Inside F Block staffroom (for pupils in F Block form classrooms)
Y8	Outside C101 (for pupils in C Block form classrooms)
Y9	Outside A101
Y10	Return books to the PLC
Y11	Return books to the PLC

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LOST OR DAMAGED BOOKS

- We fully understand that accidents happen and that from time to time, books may become damaged or lost. Please simply e mail Mrs Ellsmore with the details and do not panic or worry !
- If books are *repeatedly* lost or damaged, parents/carers will be asked to provide a replacement copy.

BORROWING A BOOK THAT IS CLASSIFIED AS AN OLDER READ

- Children's books are given an approximate age classification (which does vary within book shops, book sites and publishers) . The classification may be set on the complexity of the text and/or it's content.
- If you wish to borrow a book that is classified for somebody older than you, please discuss it with your Parent/Carer so that they are fully aware of what it is you wish to read.
- If they are happy for you to borrow the book, please ask them to fill out a PARENTAL PERMISSION BOOK ISSUE slip (which you can get from your Form Teacher) authorising that they give permission for me to issue the book to you. Your Parent/Carer may email me authorisation if it is more convenient.
- The responsibility for you then reading the book will be that of the Parent/Carer, not Dormston school.

PROCEDURE FOR OVERDUE PLC LIBRARY BOOKS

At the beginning of each Week 1:

Form Tutors will remind students who have an overdue book (list provided by Mrs Ellsmore)

By the following Wednesday (Week 2):

Students must have renewed, or returned their book to the specific Book Returns box for their year group.

Next day – Thursday (Week 2):

If student has still not returned their book(s), a text to Parents/Carers will be sent informing them that student will be put into detention.

Next day – Friday (Week 2)

Student to serve detention.

After this, a letter will be sent to Parent/Carer requesting a replacement of the book(s).

Location of BOOK RETURNS boxes.

Pupils must return their books to their specific year group box only.

Y7	Outside A7
Y8	Inside F Block staffroom (for pupils in F Block form classrooms)
Y8	Outside C101 (for pupils in C Block form classrooms)
Y9	Outside A101
Y10	Return books to the PLC
Y11	Return books to the PLC

PROCEDURE FOR OVERDUE PLC LIBRARY BOOKS

Please do not think we want to discourage your from borrowing books. This is absolutely not the case at all. We do however, wish to encourage pupils to take responsibility for their book loans and to return them as required so that other pupils can borrow them next without unnecessary delay.

Thank you.