



Library User Guide

The current situation means that we will have to adapt the way that we use the school library. Although the library will be partially open during this time, **where possible we encourage all pupils to bring in a suitable reading book from home**. This will be left on their desks with their equipment until it has been read when it will return home.

Important:

- Each day there will be a dedicated time during registration for reading for twenty minutes, so taking the time to choose a book is important
- Pupils will have limited opportunities to complete AR quizzes in school, therefore they are encouraged to quiz at home if possible.

Accessing the Library

If you do not have a suitable reading book at home and would like to access the school library, we will be using the program Junior Librarian to allow you to browse the selection. Once you have chosen the book you would like, you will then need to email the school at the following email address with the name of the book and the author, as well as your name and class:

Library@parkside.worcs.sch.uk

You can access Junior Librarian through the link below, or through the school's website:



Junior Librarian Guide

Click on enquiry to begin your search. You do not need to log on.

Navigating the Enquiry Page

There are a number of options to help you choose a book:

- You can simply search using the search bar at the top. This is useful if you are looking for a specific book or author.
- Picture: Click on a picture to carry out a search related to that image.
- A-Z: Search to find a particular author, title, series or genre.
- Views: This gives the option for you to create your own customised picture search for different topics.
- Cloud: This shows the most popular searches other people have made in the school. Click on a floating word to show the results of their search.

- Wheel: Click on the centre of the wheel to make a random subject selection. This is helpful if you are stuck for what to choose!

Selecting a Book

Once you have chosen the book you would like, you will then need to email the school at the following email address. Library@parkside.worcs.sch.uk

You must include the following information in the email:

- The name of the book
- The author
- Your name
- Your class

Checking Stock: To avoid disappointment, please check that we have your selected book in stock before emailing. To do this either hover over the book whilst on the shelf and a window will pop up telling you how many are in stock. Or once selected, look at the bottom left hand corner. You will see a green and red circle. The number in the green circle shows you how many copies we have in stock, the number in the red circle tells you how many have been taken out.

Once we have received your email, we will deliver your chosen book to your class as soon as possible.

Further Help

If you are having trouble with any of this guide, please talk to your class teacher in school who will work with you to resolve any issues and help you choose a reading book.