



WELCOME TO PARK HIGH SCHOOL LIBRARY

An introduction to using Park High School Library

LIBRARY OPENING TIMES



- * Your library is open at 8.30am and closes at 4.30pm.
- * You will be visiting the library regularly with your English teacher during library lessons.
- * The library is also open at break, lunch times and after school for you to use.

HOW TO USE THE LIBRARY



- * In order that books are available for everyone, we need **YOU** to take care of them and follow a few simple rules.

HOW TO TAKE OUT A BOOK FROM THE LIBRARY



- ✓ Bring your contact book with you to the library.
- ✓ All books must be issued via the librarians and the library computer system.
- ✓ Keep the white date card in the pocket at the front of the book. This tells you the date the book must be returned by.
- ✓ Return your books on time. To return or renew your book please see the librarians who will amend your account. Do not put books issued in your name straight back on the library shelves.
- ✓ ENJOY YOUR BOOK and return it in the condition it was given to you. Lost or damaged books will be charged for.

HOW TO GET THE MOST FROM YOUR LIBRARY

In addition to the fiction books we have for loan we also have -

- Reference books and dictionaries to support your studies
- Newspapers
- Graphic novels and comics
- Computers for school and homework with printing facilities.



YOUR VIEWS AND REQUESTS

We always value students suggestions for new additions to our library stock. If you see or hear of a great new book or book series, do let the library staff know and we will do our best to obtain copies for the library.