

Dewey Non-fiction  
Rainbow

Tavistock College

Year 7 Introduction

to



SEARCHSTAR

The Library

OPENING HOURS MON-FRI 8.30-3.30

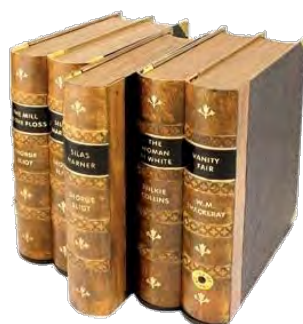
.....A Quiet Place To Study

Headstart Homework Club  
Runs Tuesdays and Thursdays  
in the Library from 3.20-5.00pm

Name: \_\_\_\_\_

Tutor Group: \_\_\_\_\_

English Teacher: \_\_\_\_\_



**W**elcome to the College Library.



**E**xciting fiction and non-fiction books for you to study or borrow. Check out the shelves or use "Searchstar" & the library catalogue. *See Pg6.*

**L**iven up your homework / classwork with facts and pictures from books and the Internet.

**C**omputers may be booked in advance for use at lunchtimes and a photocopier is available.

**O**pen up one of the magazines, newspapers, play chess, draughts or use the "Jigsaw Library".

**M**ake the most of our Headstart Homework club.

**E**njoy all the facilities the Library has to offer. Why not visit your library website @ [www.tavistockcollege.devon.sch.uk/library](http://www.tavistockcollege.devon.sch.uk/library) & find out more. *See Pg7.*





Mrs Worrall  
Librarian





# LIBRARY


## STUDENT USER GUIDE


 Please speak quietly at all times  
you must respect the study needs of other Library users.


 Books are initially loaned for 2 weeks  
you may renew if no one else wishes to borrow.

 You may be charged for lost/damaged books  
so don't lend to a friend.


 You can reserve a book  
so that when it is returned  
you are notified and can take it out yourself  
- just use your library pin number to access  
your student account in Search Star


 If you would like the Library to buy a book  
it does not have, write the details in the  
'Gap Book' on the counter  
for the Librarian to consider.

 Eating, drinking and chewing gum  
are not allowed in the Library  
neither is the use of personal stereos or mobile phones.


 For health and safety reasons  
bags etc must be placed in the  
Library 'Bag Store'.


## This is designed to help all students use the Library effectively


 Personal Organisers with timetable,  
need to be shown at break/lunch times  
to a member of Library staff  
and students sent from class need to show  
a slip/Organiser signed by their teacher.


 For shared study a maximum of 2 students  
allowed per PC.

NO COMPUTER GAMES ALLOWED.

 To avoid disappointment PCs need to be booked  
in advance for lunch times  
-please ask at counter.

 Please use all Library equipment with care  
- others will need it after you.  
Misuse of computers, books or other  
Library equipment will be treated very seriously.

 Headstart Homework Club  
runs Tuesdays and Thursdays  
in the Library from 3.20 - 4.40.

 If you need help to find a book/information  
just ask a member of Library staff.

OPENING HOURS

MON - FRI

8.30 - 3.30



## BOOKS IN THE LIBRARY

### HOW TO FIND A BOOK

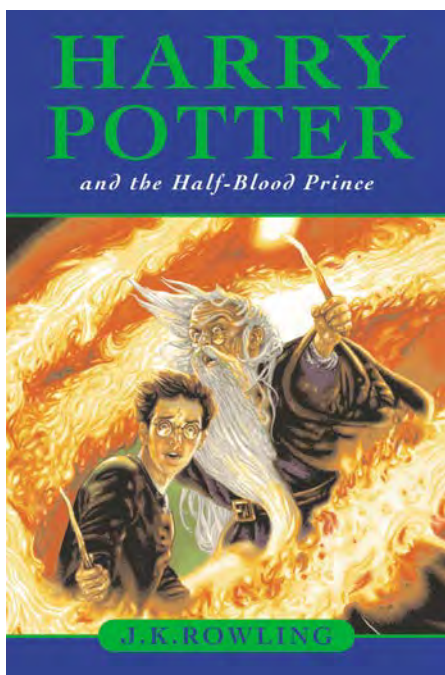
The Library is divided into:

#### FICTION BOOKS

Made up stories about imaginary people or events.

These are shelved near the entrance to the Library on the left hand side.

Fiction books are arranged in ALPHABETICAL order using the author's surname.

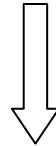


FICTION  
(Story)

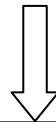


Do you know the authors name?

Yes



Look in the  
Sections for the  
author's name



Found it?

Yes

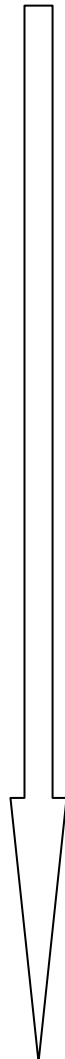


END

No



No



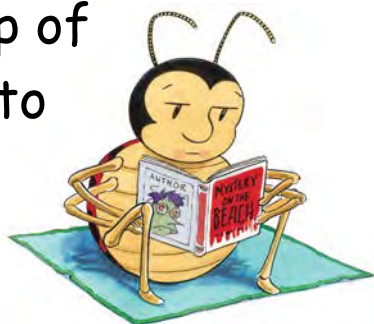
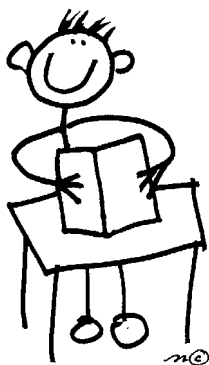
-----ASK FOR HELP-----

# NON-FICTION BOOKS

True fact or information books. These are kept on shelves on either side of the computer tables. They are arranged under **SUBJECT** areas such as history, Sport and Cookery.

They each have a subject or Dewey number between 001 and 999 on the spine of the book. Each of the 10 sections are colour coded to help you find your subject on the shelves..... So follow the rainbow.

There is also a useful booklet called "**Where's That Book**" on top of the book shelves to help you.



NON-FICTION  
(Facts, information)

Do you know the Dewey Number for the subject?

Yes

No

Look for this number on the non-fiction shelves.

Use "Where's that Book" or guides at the end of the bays.

Found it?

Yes

No

END

Look for this number on the shelves.

Found it?

Yes

No

END

-----ASK FOR HELP-----

## 'Eclipse' & The Library Catalogue

*Is available on any PC in the college.*

YOU can:-

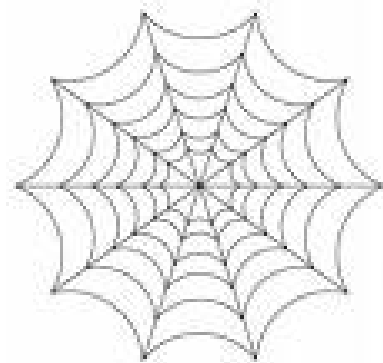
- Browse the fiction, search out your favourite authors.
- Check out the non-fiction, every subject under the sun has its own Dewey classification number on its spine.
- Use the website link to check out over 300 websites!
- Write a book review of a book you've borrowed.
- Use your password and pin number to access your account and check what you have out on loan.
- Use your pin number and password to reserve a book. If the title of the book you want is printed in **red**, **green** or **blue** then it is out on loan but, you can reserve it yourself, using your pin number and password. We'll let you know via your tutor when it is ready for you to collect from the library. *\*If the title is printed in black, there's no need to reserve - pick it up from the shelf and have it issued straight away.*

To Use:-

- Double click on Curriculum Software.
- Double click on Library Folder.
- Double click on the 'Searchstar' icon.



# The Library Website



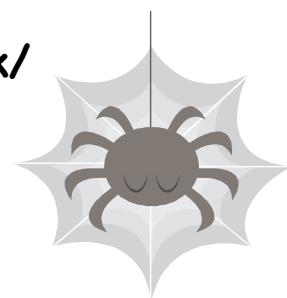
*Is available on any PC at home or in college!*

**YOU can:-**

- Look at the library displays that other students have made.
- Read all about it' - find out what's going on by reading the library news!
- Follow the virtual library induction, find out how the library works and follow the map.
- Do the on-line quiz, have fun and earn 'Tavi Track' points or reward points.

**To Use:-**

- Go to the college website  
<http://www.tavistockcollege.devon.sch.uk/>
- Click on current students
- Click on the library



**OR GO STRAIGHT TO**

- [www.tavistockcollege.devon.sch.uk/library](http://www.tavistockcollege.devon.sch.uk/library)

**Happy browsing!**



CONGRATULATIONS

You have completed your

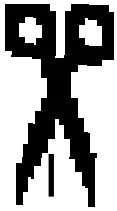
INTRODUCTION TO  
THE  
LIBRARY



If you bring this completed booklet to  
The Library you will receive 2 merit marks.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## YEAR 7 LIBRARY INDUCTION

Name: \_\_\_\_\_

Tutor: \_\_\_\_\_

Please answer the following questions.

This will help me find out a little about you and the books you like to read. I can then make sure the Library has the kind of books you like.

1. Who are your favourite authors?

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2. What is your favourite book?

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3. Did you borrow a book today?

Yes

☐

No

☐

If you answered Yes, what was it?

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4. If you answered No to question number 3 why was it?

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