

## Our commitment to you.

- We believe that everyone should be treated with respect at all times.
- We will always endeavour to help answer any queries you may have regarding the use of the LRC and our resources. Never hesitate to come and ask us.
- We will liaise with all departments to ensure there are relevant resources.

## Please help us to keep our commitment to you.

We expect you to show respect to other LRC users and LRC resources.

- Keep noise to a minimum and leave space tidy.

We want this study space to be utilised by all sixth formers as a positive working environment.

- Put all items back on the shelves after use in the LRC.
- Please make sure **ALL** items are issued to your record before leaving the LRC.
- Please be responsible for returning items on time so other students can use

## Opening Times:

Monday—Friday 8:30 - 5:30

### LRC Staff:

Mrs Creese

Ms O'Brien

### THE NEW SIXTH

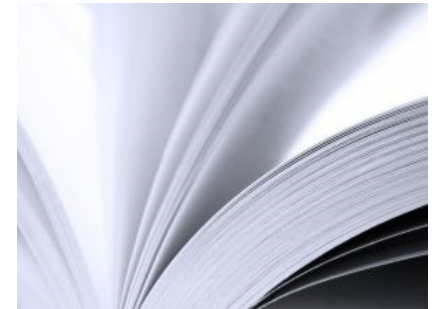
Combe Hay Lane  
Odd Down  
Bath  
BA2 8PA

Phone: 01225 832873  
E-mail: [librarian@st-gregorys.bathnes.sch.uk](mailto:librarian@st-gregorys.bathnes.sch.uk)

## THE NEW SIXTH

Sixth Form LRC

# Guide to Using your LRC



*The*  
**New Sixth** BATH  
ST GREGORY'S AND ST MARK'S

# USING YOUR LRC

## What resources does the LRC have for me?

**Computers.** We have 15 fixed computers. Priority use for school work. You will be asked to vacate a computer at busy times if it is not being used for school work. Wifi available for personal portable devices.

**Books.** These include fiction, non-fiction, text books and revision guides.

**DVD's.** We have a good selection of DVDs in the LRC and many more great titles in the main school library which you can also borrow.

**Newspapers and Magazines.** Weekly titles include the Times, The Guardian, The i and The Bath Chronicle. Please note that more newspapers are available online.

**Careers Section** This section is full of useful resources for further education and employment, including all prospectuses.

**Study Space** Plenty of comfortable work space.

**Librarians!** The Librarians have extensive knowledge about the LRC resources. We are here to help, just ask!

## How do I find books on the shelf?

Use the Library computer catalogue Eclipse.net to find resources we have in the LRC.

All our course related non-fiction resources are arranged using the Dewey Decimal System which means they are arranged numerically. Please refer to the Dewey Guide in The LRC.

Fiction books are arranged alphabetically by author surname.

DVDs are arranged alphabetically by title.

## I've found a resource I want to take out, what next?

Taking an item out from the LRC couldn't be easier. Just take it to the front desk and we can issue it to you.

Books are classified with different loan periods which are:

Reference, 1 day, 3 day, 7 day, 14 day.

Reference books cannot leave the library.

You are currently allowed up to 6 books at one time.

You can only take 1 DVD out at a time.

You may borrow back issues of periodicals overnight.

If the resource you require is currently on loan you can reserve the item.-just ask at the LRC desk.

Remember! As long as the item doesn't have a reservation placed on it you can renew it up to 2 times before having to return it. Just ask the librarian.

## I would like to photocopy/print my work. How do I do this?

All computers in the LRC are linked to a colour printer/copier. All students start in September with an allowance of £5.00 to use for printing purposes. When you print, the job will show on your screen with the cost. If you use all your printer allowance you can buy more in increments of £1 from the LRC desk.

## Rules for using the LRC

- The LRC is a work space only. The Atrium and The Well are spaces suitable for social gatherings. There is a zero tolerance on noise policy in the LRC.
- Mobile phones can be used but they must be on silent and please do not make or take phone calls.
- No eating please. Water is allowed.