

The Library

a guide for new users



'It has long been our aim at Radley to do the very best for the boys by demanding the highest standards from teaching dons and from the boys, so aspiring to exceed the expectations with which Radleians and their parents arrived at the school. This we achieve through close monitoring of teaching and learning, through a range of intellectual and cultural activities designed to stretch the mind, and by providing first class, responsive, learning support.' AWM

A school library:

- is a central resource which supports the total school curriculum and ethos, in which a spirit of enquiry is encouraged to engender lifelong interests and passions
- is an integral part of teaching and learning and other activities in the school
- is a focus of information/learning skills development throughout the school
- provides opportunities for the individual to read more widely and think more deeply
- is an important resource in the school for leisure and recreational needs
- is an essential partner in the development of life-long learning skills

All the policies of the Richard Morgan Library are designed to address these goals.

The collection consists of 35,000 books, dating from 1525 to 2000, covering all subjects and most leisure activities, 60 journals & magazines, 90 CD-ROMs, 7 Internet stations, intranet, careers library, 1000 videos, 2000 classical, jazz and pop CDs, files of newspaper cuttings, ephemera and pamphlets, and a bring and share collection for toddlers. There are 60 study spaces, a fully equipped seminar room, and two areas of comfy chairs for lounging or group discussion. There is no silence rule - the library is a quietish place with occasional riots.

The Library is open to everybody who lives or works in Radley -



families are particularly welcome

Using the Library

Who's who

Librarian	Clare Sargent (CDS)	Head of Department Special responsibilities
Deputy Librarian	Emma Rye (ER) Frances Hopkins (FMH) Katie Nye (KSN) Barbara Wolstenholme (BEW) Josie Clements (JAC) Sally Harris	literacy, website fugitive collection, periodicals computers, school intranet evenings evenings weekends
Head of Careers	Anna Steer (ACS)	
Archivist	Tony Money (AEM)	

Opening hours

Term-time only

Monday-Friday	8.30am-6.00pm, 7.30pm-10.00pm
Saturday	8.30am-1.00pm
Sunday	1.00pm-6.00pm

Careers Surgery Thursday	9.00pm-10.00pm
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Archives	standard office hours in Term
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Borrowing

Everybody can borrow **5** books and **5** videos or CDs for **14** days each.

18 rating videos can only be borrowed by those over 18 who have signed the user agreement

Return dates are stamped inside each item. There is no limit to the number of times an item can be **renewed**. Overdue items are **fined** at **10p per day** each. Courtesy reminders are e-mailed each Friday. Fines are charged to end of term bills - negotiation can be negotiated...

All borrowing rules are relaxed for Vacations

Rules

The Library operates with as few rules as possible. A **working agreement** to ensure the mutually best use of resources, equipment and environment is displayed throughout the building

Facilities

Several parts of the library can be booked for teaching or group discussion, in particular the **Seminar Room**, which is equipped with TV, video, OHP, slide projector, lectern, and movable furniture which can be arranged for lectures, classes or for meetings around a large table. It holds 30 comfortably. The room can be divided into 2 for smaller sessions. Coffee and light snacks can be served - arrange with catering.

The **Computer Room** can also be booked for small group teaching sessions.

Resources

All items, books, videos, cds, cassettes, journals, old books, in the main library and in the Art and Classics Department libraries are listed on the **library database** distributed throughout the school via the intranet.

Purchase suggestion

(As much information as possible, please)

Title.....

Author/performers.....

Is it:

Book..... CD..... CD-ROM

Video Tape Magazine.....

Proposer:

Name.....

Social..... Date

Why should we buy it?

Every good suggestion will be considered; we will let you know what happens.

Purchase suggestions

Anybody can suggest items for purchase. Final decision lies with CDS, who is always reasonable.

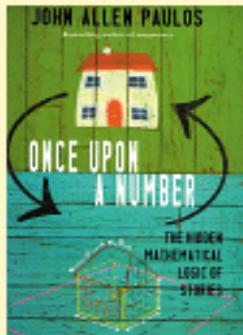
Purchase suggestion cards are in the library or in CDS' p/hole in Common Room.

Services

The Library provides regular reviews of new acquisitions, and reading lists on demand for any subject.

Library News

Good reads...



Once upon a John Allen Pau
The human imag explore two very realm of mathem science, and the personal experie: the unexpected r these two world

Reading lists

Drugswatch

Following the distribution of the "Redley College Drugs Policy" we thought it would be useful to prepare a list of related resources that are available in the library. The titles will be useful for any follow-up work with forms and for general information.

Materials for debate and discussion

Clearly habits? | Issues for the medical | 352.23 Don

Essential articles | The journal | 6. Vol. 1-4. Edited by Christine Shephard and Chris White | R.C.F. 300.000

Drugs issues - | Fugitive | 6 - contains newspaper cuttings, pamphlets, etc.

Useful addresses

Global Drug Project - <http://www.drugproject.com>

Drugs, 26 Brockley Green, Brockley, London, SE16 2AS. Tel: 0181 692 6875.

Drugs in schools helpline. Tel: 0205 366666

Institute for study of drug dependence, Whitebridge House, 32 Lannon Street, London, SE1 0CC. Tel: 0171 91211 [see www.issdd.co.uk](http://www.issdd.co.uk)

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Website & intranet

The Radley College **website** www.radley.org.uk is designed and run by the library. Website editor er@radley.org.uk
Radley College **intranet** is coordinated by the library. Contact KSN for information

Fugitive Collection

The internet, newspapers and magazines are scanned daily for articles of interest: photocopies are filed in the cabinets at the foot of each set of stairs. We also subscribe to the Citizens' Advice Bureau's service on law, benefits etc., to *Essential Articles* and *Issues*, both designed for group discussion work on contemporary issues. A large collection of pamphlets and other ephemera is also kept. See Frances Hopkins if you want a particular subject to be covered.

Exhibitions & displays

There are regular displays of Boys' work and the work of different Departments - either in 3-dimensional form in a locked display cabinet, or on the display shelves facing the entrance, or in 2 dimensional form on noticeboards. It is a useful advertising opportunity for far-flung departments, or to support teaching for a specific topic, or for fun. Contact CDS if you want to exhibit.

Literacy and ICT



All Shells are encouraged to read and review a book as part of their Library lesson. The Library also holds sets of books which can be borrowed for a term for a Form to read together - these are suitable for all ages and include biographies, fiction and forefront scientific debate. New titles are added on request.

Check out **The List**, a guide to teen fiction for Shells and Removes compiled by ER, available as a pamphlet or on the intranet.

Information literacy skills

All **Shells** receive 2 lessons on using the Library in the Michaelmas Term. This covers finding their way around, resources, and time-management of prep.

Subject sessions for other year groups are timetabled as appropriate.

*The Library
check it out*