

Library Space

- From time to time you may be sent during lesson time to work on a specific task, find a book or information or print out work. You will only be able to do this if you have permission from your teacher.
- Suggestions for new items for purchase or activities are always welcomed – just let the librarians know what it is you are interested in.
- Food and drink (that includes water) must not be consumed in the Library at any time.
- Chewing gum is not permitted.
- We organise author visits, book fairs, world book day, make book recommendations and promote reading for pleasure throughout the school.
- Students can also go and study in the Central Library after school. The Library is open Monday 9.30-5, Tuesday 9.30-7, Wednesday 9.30 -5, Thursday 9.30 -7, Friday 9.30 - 5.
- Students may borrow up to four books / resources at a time. Books are normally issued for two weeks but can be renewed if needed. We do not fine if books are late but do ask you to pay or replace if you lose or damage a book.

All students are automatically members of the library.

Number of books

Students from year 7 to 11 can borrow 4 books for a loan period of two weeks. Loans can be renewed two times.

Students in years 12 and 13 can borrow 4 books for a loan period of two weeks. Loans can be renewed two times.

Returning books

Students can return books in the locked book returns boxes throughout the school or to the librarians in the library or in library lessons.

Overdues

We issue an overdue notice if the book is 7 days overdue. This notice will be brought to the student's tutor room during registration time by the librarian. If we do not manage to see the student we will send an overdue note by email.

We issue a second overdue notice if the book is 14 days overdue. This notice will be brought to the student's tutor room during registration time by the librarian. If we do not manage to see the student we will send an overdue note by email.

If the book is three weeks overdue, we send a final overdue which states the replacement cost of the book. We will hand these to the student during registration and send an email and a copy home by post. If the book has been lost or damaged we ask that the book is paid for or replaced. The book can be paid for via Parent Pay or we will accept a second-hand replacement copy in good condition. Parents/carers can buy replacement copies from Amazon or from a charity shop. These books will be added to our library stock.

If a student has a final overdue we will not allow further borrowing to take place until the issue has been resolved.

Students' book choices

At the Bristol Cathedral Choir School we want to encourage all of our students to read and allow the students to choose from our book stock. The book stock (fiction and non-fiction) is chosen by qualified, professional librarians who seek to purchase books that reflect the interests and needs of the student population. The resources should present a variety of points of view on current and historical issues. The librarians do not endorse every idea in the resources we make available but it is our belief that young people need to have access to a variety of resources to help them to develop critical thinking skills.

As we have a sixth form some of the fiction books may be for the more mature reader and may not be appropriate for our younger students. However it is not part of our role to censor materials but we will guide students in taking out the right books for their reading level and their age.

Age restrictions on books, unlike films, are not defined by law in the UK and it is our belief that reading is a safe place to explore issues. The effect of a book (or other resource) on an individual student cannot be determined in advance. Furthermore children and adults read books on different levels, so aspects of a book which may be distressing to an adult may not be distressing to the child.

Any parent/carer who is concerned about a book that has been borrowed from the library please talk to us about your concerns and we will guide the students in making choices that are age appropriate.