

## School Stationery Shop

...stocks the following stationery for you to buy at really low prices:

Rubbers, swash rubbers, rulers, pencil sharpeners, pencils, pens, highlighters & highlighter tabs, glue, scissors, Cellotape, Tip-ex, protractors, maths sets, scientific calculators, colouring pens, colouring pencils, revision cards, bookmarks, folders, dividers, plastic wallets, pencil cases, post-it notes and more...

## Revision Guides

We also sell the following CGP, Pearson and Edexcel Revision Guides for GCSE subjects: Maths, Core Science, Additional Science, Extension Science, Anthology, English Literature and Language, History, Geography, Religious Studies, ICT, Business Studies, Health and Social Care, PE, Music, French and Spanish

And CGP Revision Guides for KS3 in:

Maths and Science

## Clubs

**Lunch Club**— every day in Pod 1, hosted by Mr Mullender and Miss Brereton. Bring your lunch.

**Chess Club**— Every Wednesday lunch time in Pod 2, hosted by Mr Pagan. Chess sets and timers provided.

**Pub Quiz**— Week 1 Thursday lunch times in the Library. Teams of six, battling it out to win weekly prizes and the ultimate BBHS Pub Quiz Champions trophy at the end of each year.

## Contact us

The Library  
Benjamin Britten Academy of Music and Mathematics  
Blyford Road,  
Lowestoft  
NR32 4PZ  
**Telephone:** (01502) 526142  
**Ext.** 242



[lrc@bbhs.suffolk.sch.uk](mailto:lrc@bbhs.suffolk.sch.uk)



<http://benjaminbrittenhighschool.co.uk/>



**Benjamin Britten  
Academy of Music and  
Mathematics**

## THE LIBRARY

### Student Guide

**Opening times:**

Monday to Friday 08:30-5:00

## Library Areas

### Main Library

...is where you will find most of your non-fiction books and a wide range of fiction. It also has 10 computers and a trolley of iPads which you can use during lessons as well as break and lunch times. As well as books, it also stocks DVDs, games, magazines, newspapers and the BBHS stationery shop. There are sofas where you can sit and read or talk to your friends and there are study tables where you can do homework or play board games.

### Pod 1 & Pod 2

...are located in the main Library and can be used for group work, silent studying, clubs and meetings. Each pod can fit about 12 people around the tables. English Intervention takes place in Pod 1, Monday-Thursday after school.

### Foxborough Library

...stocks Literary non-fiction (800s) and a range of fiction books. There are quiet study tables and soft seating downstairs. If you take a book from here, make sure you fill in the lending log before you leave.

### Library Reading Garden

The construction of an outdoor reading room is due to begin in the Summer term of 2016 in the courtyard adjoining the Library. This will be open for students to use throughout the school day.

## How to find your books

### Fiction

Fiction books are catalogued using the first three letters of the authors surname. These three letters can be found on a white sticker on the spine of the book. Books are ordered A-Z on the shelves.

### Non- Fiction books

...can be located using the Subject Index Guides. These guides list a range of subjects in alphabetical order and give you a number which will direct you towards the section of the Library where your chosen topic is located. You can then search the numbers on the spines of the books in the non-fiction area until you reach the number you are looking for. Numbers 800-900 can be located in the Foxborough Library.

### Easy reads and dyslexic-friendly books

...can be located in the white bookshelf next to the Library office in the main Library.

### Accelerated Reader books

Accelerated Reader books have coloured stickers at the top of the spines of the books. The AR Colour Charts around the Libraries show you which colour you should be selecting based upon your Star Reading Diagnostic Report.

If you are unable to locate the item you are looking for, ask a member of Library staff and we will direct you to where it is located.

## Loans

- You can take up to **six** items out at once.
- To take a book out, take it to the desk in the Library and a member of staff will put it on your **library account**.
- The loan period is usually **three weeks** but you can renew your items if you would like to keep them for longer.
- You can renew books by logging in to Eclipse.net, using the iMLS app, emailing us, or coming in to see us in the Library.
- Overdue books are charged at **5p per day** for each item.
- If you would like to borrow a book which is currently on loan to another user, we can **reserve** it for you. When the book has been handed back to us, we will keep it aside for you and send you a note in your class register.
- If you would like to borrow a book which we don't currently stock in the Library, you can ask us to add it to our **wish list** and we will inform you when it has arrived.

Learning Resources Centre

To: \_\_\_\_\_

Please contact the LRC about the following: \_\_\_\_\_

☐ Overdue resource

☐ Reservation ready for collection

Details: \_\_\_\_\_

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

Thank you!

Date: / /