

Merchant Taylors' School

Guide to the library and information centre for parents

All pupils are issued with a library card when they join the school and are actively encouraged to use our wide range of printed and digital library resources. In the lower school the emphasis is on reading for pleasure and pupils regularly make use of the library with their English teachers to select reading material.

Loan allowances vary according to year group. Pupils in the lower school can borrow 4 books/CDs plus 1 DVD; books and CDs are issued for 3 weeks, and DVDs are issued for 1 week. Pupils in the Sixth Form can borrow up to 8 books/CDs plus 1 DVD. In addition to books, CDs and DVDs, pupils can 'borrow' free eBooks and access online resources via the school website.

All pupils are shown how to log in to their library account where they can check the status of their loans, renew and reserve books, and access our eBooks. This facility is available via the school website and also through an app for mobile devices.

We have a range of measures in place to help pupils to manage their library use responsibly and considerately. We do not charge overdue fines, however pupils are expected to respond to messages from the library promptly to ensure their library use is fair to other borrowers, and to prepare them for using university libraries, which often implement high overdue charges.

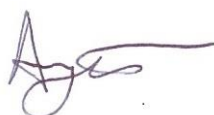
All pupils are sent email notifications to remind them that their library loans are due back and also if they become overdue. Items that have not been returned or renewed after three email reminders will be considered 'lost' and the replacement charge plus a £4 administration fee will be added to their termly bill. You will be notified by email if this course of action is to be taken. 'Found' items can be returned to school and the charge (minus the administration fee) will be refunded. Returns cannot be accepted once a replacement has been purchased however.

We allow a grace period before instigating billings charges as items are often found and returned once a letter has been sent home.

On the rare occasion that items are genuinely lost or damaged, the replacement cost plus a £4.00 administration fee will be added to their termly bill. Again, you will be notified by email if this course of action is to be taken.

The library organises talks by authors, poets and storytellers during the course of each academic year. Pupils may have the opportunity to buy signed books relating to these events and the charge will be added to their termly bill. You will be made aware of the prices before the talk takes place and if you prefer your son did not select books to take home you have the chance to let us know.

I hope that your son takes full advantage of the library facilities available to him during his time at Merchant Taylors' School. If you have any further questions regarding use of the library either physically or 'remotely', please do not hesitate to contact me.



Amanda South, Senior Librarian, July 2021

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