



## MERCHANT TAYLORS' School

# A Guide to The Library for Parents & Carers

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 resources. In the Lower School the emphasis is on reading for pleasure and pupils regularly visit the library with their English teacher to select reading material.

Loan allowances vary according to year group. Pupils in the Lower School can borrow up to 4 books at a time, issued for 3 weeks with the possibility of renewal. By Sixth Form, pupils can borrow up to 8 books. In addition to books, pupils can 'borrow' free eBooks and use our online resources library (ORLib). We also have small collections of educational DVDs. Pupils can borrow 1 DVD (legal age restrictions apply), issued for 1 week.

All pupils are shown how to log in to their library account on our library system Accessit, where they can check the status of their loans, renew and reserve books, and access our eBooks and ORLib. Accessit is available via the school website and also through an app for mobile devices. Parents are able to visit Accessit as a 'Guest' via MyMTS on the school website.

We have a range of measures in place to help all 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 also help prepare them for using university libraries, which often implement more punitive sanctions.

Pupils are sent email notifications to remind them that their library loans are due back and also if items become overdue. Loans 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 for each lost item. 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 admin fee) will be refunded. Returns cannot be accepted once a replacement has been purchased, however. Please ask your child for details of what is 'lost' as for privacy reasons we do not routinely share specific item information with parents/carers.

*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 cost of replacement plus £4 admin 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 child did not select books to take home you have the chance to let us know.

I hope that your child takes full advantage of the library facilities available to them during their 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.

Warm Regards,

Amanda South  
Senior Librarian