

## Reference books

We have a small collection of reference books at the front desk including QCA schemes of work and National Literacy documents.

## Journals

The current issue of a journal is filed by the front desk with back issues available for loan in the canteen and in the library. The TES is kept at the library front desk.

## Photocopying

Photocopying facilities are available outside the college office. The library photocopier is for staff use only.

## Project loans

Some schools in the Borough pay an extra premium to enable teachers in the school to ask the library staff to put together a box of resources for them. However, this service is only available to St Martin's College students if they are on teaching practice in a subscribing school and must be authorised by the headteacher.

## Studying

Study space is provided in room 209 and all library resources including reference books taken there or elsewhere in the building must be checked out in the usual way. We regret there is no study space in the library.

## Eating and drinking

No eating or drinking in the library.

## Humanities Education Centre

HEC works with schools to promote development education and global citizenship in the curriculum. HEC has resources on development education and global issues for sale, as well as a small collection of material for loan.

## Public libraries

The nearest public library is Bancroft Library, Bancroft Road, E1 4DQ, tel 020 8980 4366. This also houses the Borough's local history library. Students need to register to use the public library in the usual way.

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# Student Guide to Tower Hamlets Schools Library Service

(This guide is available in other formats on request)



## Opening Hours:

**Monday** 10.00 - 18.00

**Tues - Thurs** 09.00 - 18.00

**Friday** 09.00 - 16.00



## Library Membership Cards

You must have your membership card with you if you wish to borrow resources.

## Delivery

Boxes of resources (more than 25 items) can be delivered to the Tower Hamlets school you are working in. Please see Schools Library Service staff to arrange this, and allow at least one week for delivery.

## Responsibility for Library Materials on Loan

Students are responsible for resources borrowed. We do not charge for the first two children's books in each term's loans if they are lost or damaged as a result of being used in school, but all other resources are charged at the current replacement cost.

## Library Catalogue

The catalogue is available on the library computers to search and print out results. The subject index is in green folders available around the library.

## St Martin's College Library Online Services

[www.ucsm.ac.uk/library](http://www.ucsm.ac.uk/library)

As students of St Martin's College, you are also registered with St Martin's Library. Via the internet you can:

- Request photocopies of journal articles
- Borrow books by post
- Access a collection of Ebooks
- Access online bibliographic and full text databases
- Find useful web links

The Schools Library Service works closely with St Martin's Library to offer these services. You may also use library facilities of some other university libraries through the UK Libraries Plus scheme. Ask the Schools Library Service staff for details

## Professional books

on educational theory are in a separate collection near the front desk. The loan periods vary from overnight to 28 days. Resource books to support classroom practice are also by the front desk and can be borrowed for up to one term.

## Main collection resources

Resources in many formats to support and enhance the delivery of the National Curriculum and the National Literacy and Numeracy Strategies are lent for one term, and renewable for a second term if no-one has requested them. We do not charge fines for late return of these resources. However, loan privileges may be suspended if the library deems it necessary. The due date is shown on the print-out given to you when you borrow resources.

## Literacy and Numeracy Collection

Reference copies of recommended literacy texts are arranged by genre, text type and keystage with lending copies in the main collection. Reference numeracy material is arranged by scheme.

| Overnight   | 7 day       | 28 day      | Maximum     |
|-------------|-------------|-------------|-------------|
| 4           | 4           | 20          | 60          |
| No renewals | One renewal | One renewal | One renewal |

## Borrowing entitlement

| Loan period | Rate        | Maximum |
|-------------|-------------|---------|
| Overnight   | £1 per day  | £5      |
| 7 day       | 50p per day | £5      |
| 28 day      | 10p per day | £5      |

## Fines

## Reservations

Up to five items can be reserved with the exception of overnight loans which cannot be reserved. You are notified by phone or letter when the items are available and are asked to collect them within eight days.