

Millbrook Junior School

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7th September 2020

Library Books September 2020: Guidance for Parents/ Carers

We are intending to operate a "click and collect" service for school library books for the foreseeable future. It will not be possible for us to use the library as before the pandemic due to the possibility of cross bubble contamination.

The service will work as follows:

Books can be requested online by using the search button on Reading Cloud (top right of home screen). Each class bubble will have access to two laptops in their classroom for this purpose but books can also be reserved at home. It is really important that your child is logged on to their own account before reserving any books so that the librarian knows who has requested the book. Each child will be allowed to request up to four titles at any one time. Once a book is supplied a further request for a different title can be submitted. To reserve a book, click on the title which opens a new tab with more information, the number of copies available can be seen in the coloured circles and the reserve button is at the top of this page in the middle. Please check to make sure that your child is requesting books within their reading levels and that the book they are requesting does have a quiz. We do have books for topic work which may not have a quiz.

The account tab on Reading Cloud shows the current loans your child has borrowed and the requests they have submitted. Books are loaned for two weeks (with a further week allowed for quarantine) but it is possible to renew books online once. Please be aware that there will be a delay after returning books before they are taken off your child's account. Children are expected to have two books at any one time but the allowance is set at four books to allow for quarantine. It is also possible to submit a paper request for a book on a subject or a genre or to ask for a book similar to a title your child has enjoyed. Your child can also opt to have a book chosen by the librarian. In the event of your child's request not being immediately available the librarian will supply an alternative title until it becomes available.

On arrival at school your child should give their returned library books to their teacher or their teaching assistant and tell them that they need a new book. All books borrowed before lockdown should be returned as soon as possible. The teacher or teaching assistant will return the books to the library and the new books will be sent out to the classroom. Please note the library service will only operate between 8.30am and 1.15pm each day so late requests may not be supplied until the following day.

There will be a box of books within each class bubble which can be read in school if your child finishes their books before new ones can be supplied. These books should not be taken home as they are not issued to your child and to avoid the need for quarantine.

This is a new way of supplying library books and we may need to adjust limits from time to time. If your child has problems reserving items please let the librarian know together with the title of the book concerned so that the limits can be checked.

We can also provide further help with any aspect of the library system if required. The email address for the library is library@millbrookjuniors.co.uk

Yours sincerely

Caroline Mitchell
Librarian

