

The **Library** houses thousands of books, as well as journals, newspapers, CD-Roms, DVDs an online encyclopedia and an online research database.

There are 24 Apple Mac Pro laptops for student use - search the catalogue, access the World Book Online Encyclopedia, EBSCO and search the internet. The MS Office suite is available for your use.

### Why use the Library?



- Browse
- Read
- Borrow books
- Research a project
- Access the internet
- Type up assignments
- Study quietly



### When to use the library.

Opening hours are 8.00am - 6.00pm. If the library is closed at any other time, a notice will be posted on the door.

There are no restrictions on access to the library either **before/after** school or during **break/lunch** times, though students must comply with library rules at all times. During **class time** the following restrictions apply:

- 6<sup>th</sup> years - Permission from Librarian.



- All other years must get permission from supervision, permission from the Librarian and sign in when entering the library.

### Finding your way around the library.

The **non fiction** resources are arranged by **subject** according to the Dewey Decimal classification system (which is also used in your local public library). This is a broad summary of the system:

000	General Works
100	Philosophy
200	Religion
300	Social Sciences

400	Language
500	Science
600	Applied Science
700	The Arts
800	Literature
900	Geography & History



The **Fiction** collection is shelved separately in **alphabetical** order by author's last name (the same as the telephone directory).



### The Heritage Computerised Catalogue

The library catalogue is accessible on the school network ([www.sacnet.local](http://www.sacnet.local)).

By using the catalogue you can find out:

- What resources are available on a particular subject.
- If a particular book or author is in stock.

You can search by **author**, **title** or **subject**. Search results will give the location and availability of the item.

Using your reader number and the catalogue on [www.sacnet.local](http://www.sacnet.local), you may check your loans and make reservations at any time.

### **Borrowing**

Each entering student is issued with a **library number** that is valid until you leave. Most materials are available for borrowing, with the exception of the **reference** collection (Encyclopaedias, dictionaries etc.) and some magazines (Rugby World, Teenvogue).

**Issues:** Students can borrow four items. The loan period is **fourteen** days. Items borrowed are the borrower's responsibility.

**Returns:** students who do not return items on time will be **notified at registration by their form teacher**. Failure to come to the library when notified may result in the issuing of a **purple slip**. Items lost or damaged must either be **paid for or replaced**.

**Renewals:** items may be renewed on request if not reserved by another student.

**Reservations:** items on loan may be reserved. You may do this yourself using the Heritage catalogue available via [www.sacnet.local](http://www.sacnet.local).

### **Electronic Resources**

The library subscribes to a number of electronic resources including:-

- World Book Online Encyclopedia
- EBSCO
- Library Blog (<http://librarysac.wordpress.com>)

All students are encouraged to use these resources.

### **Library services**

The librarians produce research guides and book lists on a regular basis, including:

#### **Fiction**

- Genre lists (e.g. Fantasy, Humour, Diaries)
- Weekly new book displays

#### **Non fiction**

- Subject research guides

#### **IB & Leaving Certificate**

- Extended essays & special topics help
- Advice on information seeking strategies and resource location

## **Welcome to the Library**

### **St. Andrew's College Boosterstown**

**Librarian – Ms Ryan**



**Here to help you make the best use  
of the library and its resources**

**Opening Times  
8.00 am – 6.00pm**

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[www.discoveryschool.com](http://www.discoveryschool.com)  
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