

Computers

Desktop PCs... can be used before and after school as well as break times and lunchtimes for research, homework, coursework or extra study.

You can print out coursework, upload files to your space on kingswoodonline or visit study sites like BBC Bitesize or SAM learning.

Make sure you know what can and can't use the school's computers for! If you aren't sure, ask at the desk about the "Acceptable Use Policy" and internet safety.

OLC Online... is the section of SBL On-line that is all about you. Find out about the latest books, DVDs, OLC news, competitions and useful links here. If you have any suggestions, ideas or comments about what to include then let us know!



Bookings

To use the library...

- **before or after school...** just turn up whenever you like after 8am and before 5pm (4pm on Friday) to browse for books, research or borrow and return books.
- **break time...** just turn up if you want to read quietly, browse for books, borrow.
- **lunchtime...** you'll need to come to the OLC desk earlier that day to make sure you've booked your access and picked up an OLC lunch pass before lunchtime.

To use a PC...

- **before or after school...** just turn up if you need to print work out or upload files.
- **break time...** just turn up if you need to print work out or upload files.
- **lunchtime...** access to PCs and laptops are limited. You'll need to come to the OLC that morning break to check we're open and to make sure you've booked a place.



Guide to the Online Learning Centre

The Sir Bernard Lovell School

Welcome to the Online Learning Centre!

What?

Are you looking for a website on wind power? A study guide on Shakespeare? Do you want to know who holds the record for "Furthest Eyeball Popper in the World"? Perhaps you're looking for a good book to curl up with and relax?

The OLC can help you with all of these and more...



When?

Opening Times for the OLC are:
Mon, Wed, Thur: 8am – 5.00pm
Tues: 8am – 4.00pm
Fri: 8am – 4.30pm



Who?

Miss Jenkins ...looks after all the books and computers in the OLC. Talk to her if you want to find information in books or online, if you'd like help with your study skills or if you want someone to recommend a good book to read.

Miss Rymell ...manages the Web Authoring Team - and produces interesting and interactive work for you and your teachers to use on interactive whiteboards in the classroom and on the extranet - kingswoodonline.

Mrs Wright ...helps look after the OLC from Tuesday until Thursday - ask her if you need help in the library or with computers.

Library Assistants ... are our lunchtime helpers from Year 7 and 8. They can help you find your way around the library or issue and return your books for you on the library IT system.

How?

Thank you for making sure you follow our rules when you're in the OLC...

- Respect other people and their property
- Treat the furniture with care - please do not mark or scratch it
- Make sure all mobiles and MP3 players are switched off and in your bag
- No food or drink other than bottled water
- Keep noise levels to a minimum
- Please report any damage or accidents to a member of staff immediately

What's here for you?

Books

Fiction... You can borrow 3 books for 3 weeks

We have lots of great books to read for fun... whether you are looking for new releases or a classic story! Keep your eye out for new titles on the display tables.

Our fiction books are on the six coloured spinners around the OLC and are sorted according to the first letter of the author's surname. So, if you were looking for Harry Potter you would look on the 'N-R' spinner.

Some of the books have '9+' or '10+' labels on the spine which means the book will only be issued to that year group or above (unless you bring a note from home).

Non-fiction (Information books)... You can borrow 3 books for 3 weeks

Non-fiction books are arranged around the edge of the library according to the Dewey Decimal System. Each book is given a particular number to identify its subject so that it is easier to find.

There are books on everything from fractions to footballers and from dinosaurs to dreams. If you're not sure what we have or where to look, just come and ask! We can help you find your way round the Dewey codes and help you look up subjects you're interested in on the library database.

Reference...

Our reference books stay in the OLC and cannot be issued. If you need to find a fact fast this is a great place to look! We have dictionaries, encyclopaedias, atlases, language dictionaries, the Guinness Book of Records and much more!

Magazines and Journals

We have a quiet corner set aside where you can read the magazines that we keep in the OLC. Magazines can be borrowed while you're in the OLC but not taken out.

DVDs

You can borrow DVDs from the OLC! We have historical films, films of famous books and natural history films. These can be loaned using your library card in the same way that you borrow books. You can take out one DVD at a time for three days.