

Using the Library

Bad news.....restricted access

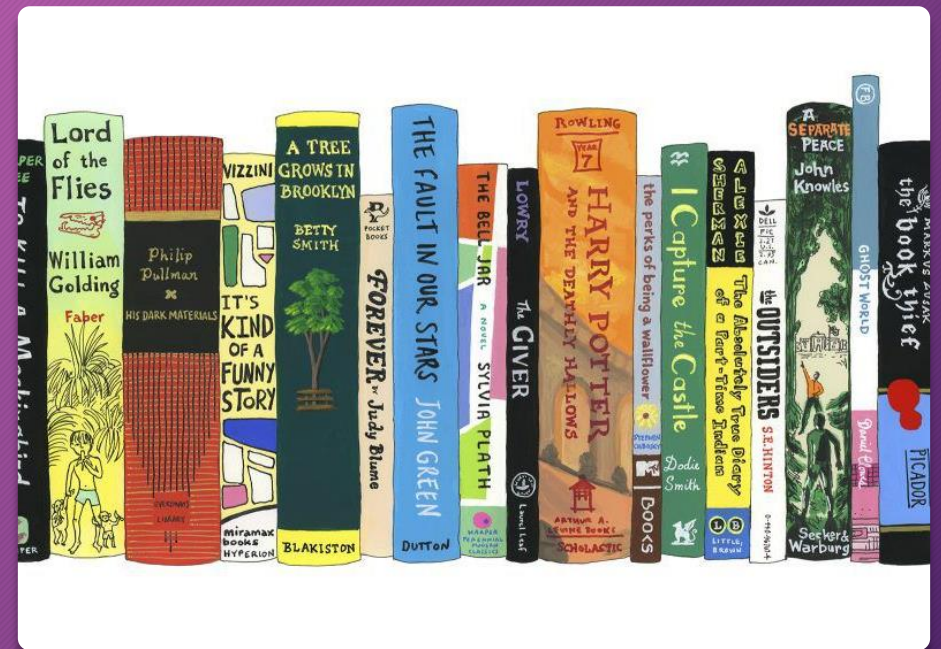
- Unfortunately due to the current restrictions you can't come into the library to borrow a book or to study.
- The library is only open to year 13 who can use it during their independent study periods.

Good news..... you can still borrow books

- At HGS we all recognise how important reading is.
- Reading for 20 minutes every day will help your studies, will improve your knowledge and improve your wellbeing.
- The Library has a vast array of books. Currently in the region of 12,000
- We have fiction books, non fiction books and online resources.

Fiction books

- The fiction books are in the following genres:
- Adventure, Animal Stories
- Comedy, Crime
- Family Stories, Fantasy
- General fiction, Graphic Novels
- Historical, Horror
- Mystery
- Romantic
- Science Fiction, Short stories
- War Stories



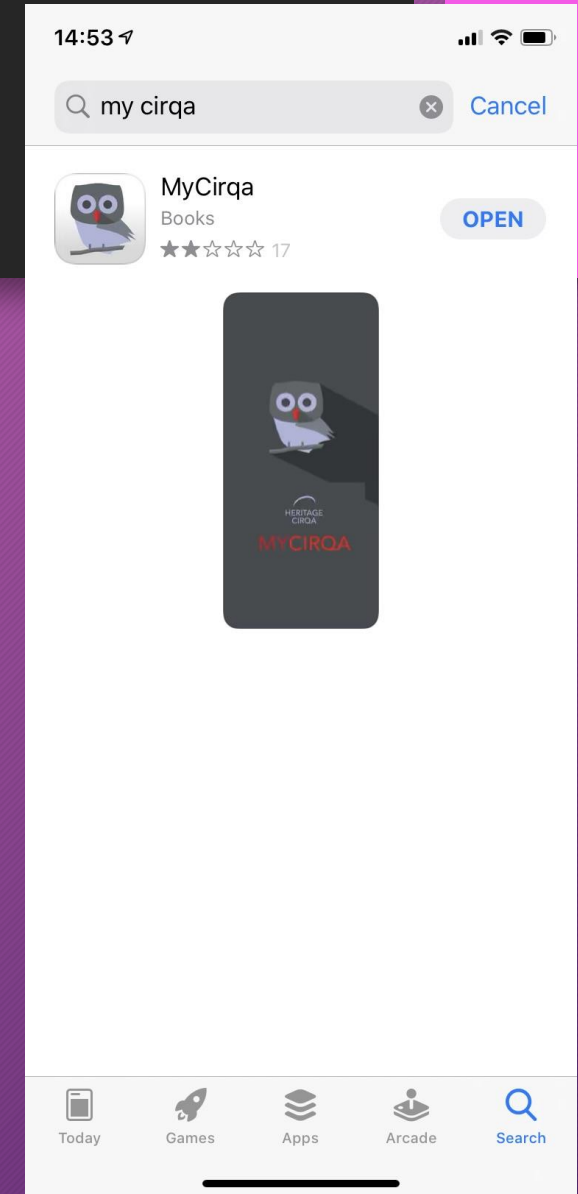
Non-fiction books

- Our factual books are categorised by subject and topic
- These can help you with your academic studies, with research projects and reading around a subject

- Subject: Geology, Topic: volcanoes
- Subject: History, Topic: World War I

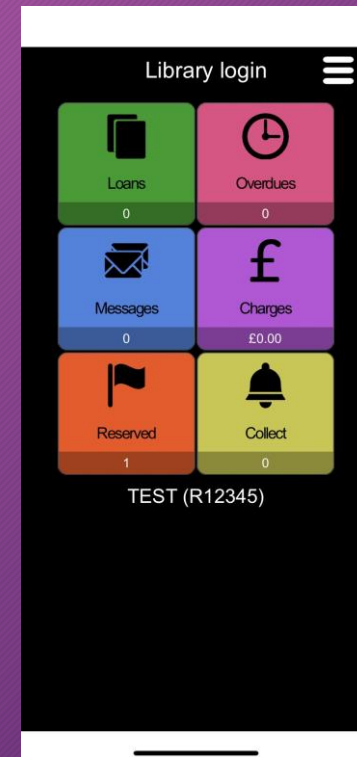
How to borrow a book

- You have been enrolled as a borrower and can borrow up to 10 books at one time, for up to 3 weeks.
- You will need to use the 'My Cirqa' app to look at the library catalogue and to access your account.
- You can download it to a smart or android device or access using the web.



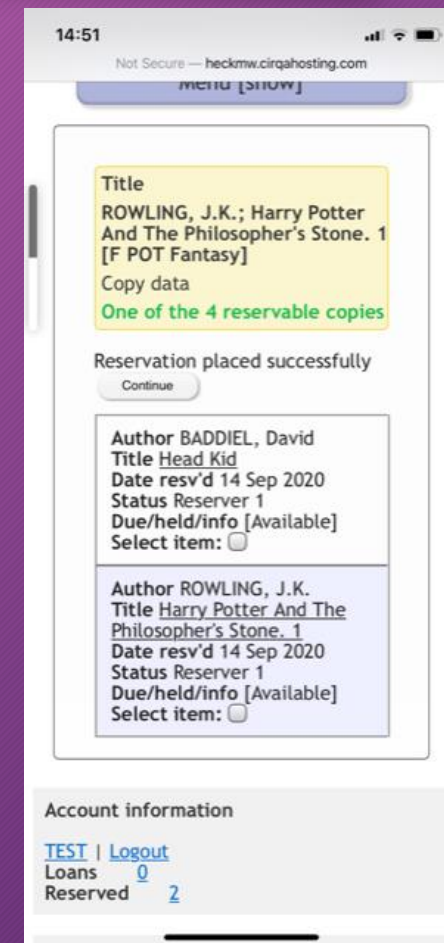
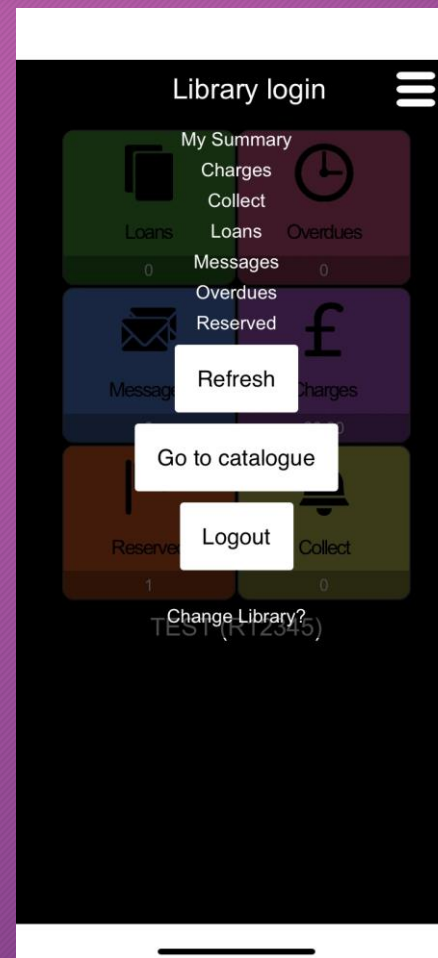
Log in to your account

- To log in you will need your username. This begins with R and then 4 numbers: R1234
- You will need a password, this is a four digit PIN.
- You should have received an email with your username and your PIN.
- Once you have logged on you can change your PIN.
- If you have received 2 email notifications with different R numbers please contact the library so we can direct you to the correct account.
- If you have problems accessing your account you can email Mrs Whitelaw Jwhitelaw@heckgrammar.co.uk or library@heckgrammar.co.uk
- Once you have logged in you will be able to see your details, messages from the library, any reservations or items waiting to be collected.
- You can also renew items to keep them for longer.



Ordering a book

- You can look at the library catalogue to search for a book.
- You can search by Title, Author, Fiction Genre, Subject or Topic.
- Once you've found a book that you would like to borrow, click the reserve button.
- We will pick your order from the shelves and put it in a bag with your name on.
- This will be sent to your Head of Year office ready for you to collect. You can check on your 'My Cirqa' account to see when your order is ready or collection.



Returning books

- The book will be stamped with the date it needs to be returned by, this is also in the loan section of 'My Cirqa'.
- If you haven't finished with it you can renew it using the app. However if someone else wants to borrow the book it won't let you renew and you must return it.
- Once you have finished with an item you need to return it to the library. Make sure it is in the sealed plastic bag that you received it in.
- Put it into one of the boxes just inside the library doors. There is a sign to show you where they are.
- For safety the books will be quarantined for 3 days before being cleaned and put on the shelves ready for selection.

