

## Frequently Asked Questions (FAQs)

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### **When is the Resource Centre open?**

The Resource Centre is open from 07h15 to 17h00 from Monday to Thursday, and 07h15 to 15h00 on Friday.

### **Silence in the Resource Centre.**

Please respect the rights of others to a quiet, working environment. This applies to the entire Resource Centre.

### **Where do I leave my bag?**

Bags are to be left outside the auditorium, and not in front of the library.

### **Whole class entry into auditorium and computer room.**

All classes in the auditorium are to enter the auditorium from the outside auditorium doors. Computer classes are also encouraged to do so if there is no class in the auditorium. This is to minimize noise in the Resource Centre.

### **What about food and drink in the Resource Centre?**

No food or drinks are allowed in the Resource Centre.

### **Wireless connectivity**

The entire Resource Centre has wireless connectivity so feel free to bring your smartphones, laptops, iPads, notebooks and work quietly in the centre.

### **Who are Resource Monitors?**

Resource Monitors are girls who work in the Resource Centre. Girls are eligible to be trained in Form I and II. Please speak to the Resource Centre staff if you are interested. After the initial training, girls do one afternoon's duty in the Resource Centre every week, wearing a distinctive red sash.

Girls are trained in numerous aspects of the library and computers eg. Digital Library, TV displays, iPad magazines, podcamp trainers, researching the Internet and the online catalogue, to name a few aspects.

Girls who work in the Resource Centre may earn their Resource Monitor half-colours and full colours. These count towards a Service Honours blazer.

### **How do I get print items issued to me?**

You must give your name and account number. Your photograph on the issue system is an aid to your identification.

### **Where do I return print items?**

All items must be returned into the book return slot in the entrance foyer.

### **How do I get a Resource Centre identification photograph taken?**

All new girls in Forms II-V must please see Ms Silvennoinen. Bring your account number and a big smile. Form I photographs are taken at the beginning of the first term.

### **Will the librarian buy books that I want to recommend or read?**

Yes! This is your Resource Centre and if you have enjoyed a book or would like to read one that is not in our print collection or Digital Library, we would love to consider buying it. When the print book arrives, you will be the first to enjoy it. We will inform you as soon as the item is in our Digital Library.

### **How many items may I borrow?**

**Forms I-III:** You may have a total of four print items issued on your record. i.e. Two fiction and two non-fiction.

**Forms IV-V:** You may have a total of seven print items issued on your record. i.e. Five fiction and two non-fiction. You may have five items out at any one time on the Digital Library.

### **How long before I have to renew or return my items?**

Three weeks. You may renew items. You must bring the book with you to renew it. You choose your own return date on the Digital Library and may renew it yourself.

### **How do I find a print item in the Library?**

All items in the Resource Centre collection are made available on our computerised Online Public Access Catalogue (OPAC) according to author, title and subject. Training on the use of OPAC is available on request and at podcasts.

### **What books will I enjoy reading?**

Ms Silvennoinen will help you to select books that you will enjoy reading. Please ask for help in this regard.

The Facebook page acts as an online book club. All learners may join by liking the site.

Digital Library items each have a short description of the story to aid your selection.

### **Online interactive Resource Centre group**

We have a Resource Centre Facebook page. Login with your FB account, search "St Mary's Resource Centre" and the page.

This page is used for interactive discussions about books you have enjoyed and recommend; interesting magazine articles you have read; support on how to use iPads, smartphones and Digital Library downloads; new ideas; current affairs; happenings in the Resource Centre; and any relevant notices about Resource Centre activities. This is your peer-to-peer support page and direct contact with all Resource Monitors, who have been trained to help you.

### **Magazines and newspapers in the Resource Centre**

Digital magazines and newspapers are available on iPads at the issue counter. These iPads will be issued to you for reading in the lounge area. Please suggest any magazines or newspapers that you would like the staff to include on the iPads.

### **Large-screen TV displays**

Book displays, book recommendations, new books in the collection, new ideas in the Resource Centre, Resource Centre news, happenings, notices, support instructions such as how to download e-books, our Facebook comments, photos, videos and current affairs will all be displayed on our wall-mounted flat-screen TV.

Resource Monitors are trained to add items to this display; other girls are also welcome to contribute any relevant items. Speak to the Resource Centre staff.

### **What are Podcamps?**

Podcamps are casual gatherings at second breaks in the Wantage Centre to learn a new skill. Resource Centre staff and Resource Monitors run podcamps on various aspects (e.g. downloading digital books, recommended digital books, OPAC catalogue and digital magazines).

These podcamps are advertised on the school notices and our Facebook page. If you are interested in attending, just bring your relevant device and join the group in the Resource Centre on the advertised date.

### **Which items may not leave the Resource Centre?**

Reference books and library iPads may not leave the Resource Centre.

### **How do I use the photocopier?**

The photocopy machine in the Wantage Centre is operated using electronic cards. These cards are available from the IT office on the second floor of the Admin building.

### **What happens if I lose a Resource Centre item?**

You may replace the item or have the replacement amount charged to your school account. Overdue books are debited to your accounts three weeks before the end of each term. If books are debited in this way, an admin fee of 20% is payable even if the items are returned. This is the late-return fine.

### **How do I know when an item must be returned?**

It is your responsibility to return items on time. You can check with the Resource Centre staff or the Head Resource Monitors at any time.