

Schools' Library Collection

Please note that access to the Schools' Library Collection is only possible during the opening hours of Marsh Green Library.

Instructions for use

1. On arrival, please report to the Marsh Green Library counter. You'll need some proof that you are a teacher in the borough, and of the school you work at. A school pass or similar would be ideal.
2. Marsh Green Library staff will then be able to give you the library membership card for your school and will let you into the room which houses the Schools' Library Collection. Please note: you will need to return the card to the library staff when you leave.
3. Empty red crates and small green trolleys are available to your left hand side as you enter the room. You can use the crates to take any loose books you select from the shelves away with you, and the trolleys can be used to assist you when selecting the books.
4. Facing you are the shelves containing the loose books, which you can use to select books appropriate to the work of your class and their reading / understanding levels.
5. In the blue filing cabinets, you will find a wide range of teacher resource material, which is also available to loan.
6. Ahead, and slightly to your right, are the class reading sets and loose copies of these books. These loose copies are intended as spares to replace damaged class reading set books, or to accommodate larger than average classes.
7. To your right are big books (large format picture books), toy packs, Story Sacks and additional teacher resources, including interactive smartboard packs.
8. Through the doorway at the end of the space are the pre-packed project loans. These are boxes of up to 20 books, plus additional material, intended for quick picks if you are in a rush. Please note: if you are selecting books in crates, sets of wheels are available to assist with moving these out of the room and to your vehicle. These must not be removed from the service.
9. When you have selected your books, you can process loose books yourself using your school's membership card at the self-service machines, or if you have selected pre-packed loans, these can be issued by the staff at the library desk.

Tips:

- The self-service machine will print off a list of any loose books you have selected. For most of the pre-packed loans, we can generate a printed list of the books (on request) but this will cost 10p per A4 sheet.
- Alternatively, you can make a list of the books in a pre-packed loan yourself when you are back in school - some schools do give this as a task to a small group of pupils.
- We use colour coding for pre-packed loans. Yellow subject labels are for 5-7 year olds, pink labels are for 7-9 year olds, and blue labels are for 9-11 year olds.