

Browsing the LRC

- 1 From RM Unify click on the LRC tile.
- 2 From the library homepage enter the username and password you have been given (you should have received an email sent to your school email account)
- 3 Now you are signed in to the Fullbrook LRC and can request any loans you might like.
- 4 You can select items from our recently returned, top 10, new books or recommended selections by double clicking on the item you are interested in. You can read a summary of the title, see whether or not the book is currently available get recommendations of other similar titles and read any reviews of books that other LRC users have left.
- 5 If you have a specific book or author you are interesting in. Simply use the search function at the top of the LRC homepage.

Borrowing an item

- 1 You need to be logged on to the LRC to borrow and item.
- 2 Once you have chosen a resource you would like to borrow. Double click on the item. This will take you to the detail page for the item.
- 3 Click "Reserve"
- 4 For all reservations made before 2.00pm A member of LRC staff endeavour to pick your book off the shelf (staff will be gloved and book covers will be cleaned) and deliver it to your tutor ready for you to collect it the following morning.
If your book is unavailable, you will be placed on a waiting list and the resource will be delivered to your tutor when it becomes available.

Returning an item

- 1 You should return any items via your tutor. Your tutor will advise you where you should leave your returns within your classroom.
- 2 Your tutor will return your loans to the LRC on your behalf.
- 3 All resources will be quarantined for 24 hours and cleaned before being reissued to any other borrower.

Renewing an item

- 1 You will need to contact the LRC to request a renewal.
- 2 Ensure you are logged on to the LRC.
- 3 Click on "account" at the top of the page.
- 4 You should now be able to see all your loans and their return due date.
- 5 Click on "Send Librarian a message", send a message saying which items you would like to renew. The LRC will email you to confirm your renewal and let you know your new return due date.

Contacting the LRC

If you have any queries or suggestions you can always get in touch with us by emailing

LRC_staff@fullbrook.surrey.sch.uk or by clicking "Send Librarian a message" from the LRC webpages...we would LOVE to hear from you!