

How to use the Friars on-line library – ‘Junior Librarian’ – guidance for children

Using a PC, laptop or tablet firstly go to the school website www.friarsprimary.co.uk and click on the LIBRARY Tab on the front page. Then click on the link. You will then be taken to the front page of Junior Librarian which looks like this.



Logon

To logon to your own individual area of the library where you can **search** for books, **reserve** a book or leave a review click **‘Logon’**.

This box will then appear. Type your 4 digit library code (stapled to the top of this sheet) in the user name box and **‘Book’** is the password (make sure the B is a capital letter).



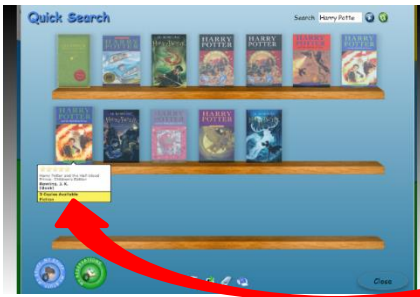
The screen will change to this and your name will appear in the top left with **‘My Account’**.



To Search for a book



To **search** for a particular book type the title of the book (or the authors name) in the small search bar on the top right of the screen and click the **blue arrow button**.



A shelf of books will appear.

Hover your mouse over a book to find out how many there are available. Click on a book to be taken to a page with more information about that book.

There is another way to **search** and there are lots of fun ways to explore the library if you do this:



Go back to the front page screen. Now click on the large green triangle called **'Enquiry'**.

This page will then appear. Now you can click on any of the categories on the top of the screen – each one will take you to a different place and give you many ways to discover books that are in our library. Don't use **'Views'** or **'Advanced'** – these don't work very well but the other 4 are great fun to use!



Reserving Books

To reserve a book to collect from the Lockdown Library desk at school – go to this screen again and click on the **book** that you would like to reserve.

The screen will change to this:



All you need to do now is click on this green circle **wait a few seconds** – the number will change to 1 and your book is reserved! The system will now tell Mrs Monk and she will get your book for you to collect from the Friars Lockdown Library Desk outside the Conference Room next to the KS2 Gate. Check the timetable for your class's time slot.

Writing a book review

You can write a book review for any of the books that you have read. It doesn't matter if you liked it or didn't like it as long as you tell us why! Your review will then be available (after Mrs Monk has checked it) for everyone to read.



Click here on the red square **'Review'** – a list of your books will appear. Click on a book and type your review. You can change the colour and the font too. When you have finished click 'Save'. After it has been checked it will be published and available for other Friars pupils to see.

For more help you can also click on this speech bubble which will also take you lots of 'Help' options.



You can also click on any of the coloured flowers here to explore the Library further. It will even give you book suggestions based on your past book loans!

We hope you enjoy using our virtual Library!