

Using Fortismere Library

The library is open **8am to 5pm each weekday**, including break and lunchtimes. The librarians are here to help you find the information you need, using books and the internet.

- The library provides a quiet environment in which to work.
- We sell stationery – pens, memory sticks, calculators, rulers, folders etc. All quite cheap!
- There's a photocopier and two colour printers; we charge a nominal sum for these, so keep some change handy.

Before looking for information, you need to decide what you need to include:

- Writing a list of questions that you need to answer will help you, so will mind mapping the topic. Bullet points work too. Find a method to suit **you**.
- Next think where you might find the information you need:

Don't forget: The library catalogue is available online – from the start menu, select 'all programs', and click on *Eclipse library system*. The iMLS app allows you to search the catalogue from your phone or tablet. (If you need to - ask a librarian to remind you of your password.)

Books

We have lots of books on many topics. Ask one of the librarians where to look in the non-fiction section. All sections are clearly labelled. You can borrow two books at a time and keep them for up to two weeks. Remember to return them, as no further issues can be made if a book's overdue.



Encyclopedias

A quick way of finding key facts or getting an overview of a topic and a good place to look before trawling through loads of information online. See the reference shelves.

Newspapers

Useful for recent events and opinions – most articles can be found online. You can also browse through daily hard copies in the library (Daily Telegraph, i and Mirror). We also stock the local papers.

Journals

These are magazines on specific subjects and have information you won't find easily elsewhere.

Teachers

They set the homework, so they are able to help you if you're stuck!

Parents/Adults

Yes, they know a lot too!

You!



Sometimes you just need to think about what you know already...

Websites



Having the address of a good website for your topic will lead you to the information you need. We are building a collection of good sites for various topics.

If you don't have a specific website in mind, use [Google](#) – get used to using the advanced search facility whether you are looking for information or images (it saves so much time). Or ask a librarian for a list of other search engines that are less well-known but often better.

For a recipe “**chocolate walnut cake**” would work better than “**cakes**”. Put words in **speech marks** - “**extinct volcanoes**” to find exactly who/what you need.

**** Remember** – Whilst Wikipedia has limited use as a starting point, there are millions of far more useful and reliable sites which would be better suited to your needs. Your essays will have far more credibility if you cite academic websites!

Databases

We subscribe to several databases, for example [eMag](#), ask a librarian for the current password.

For help with **study skills** (how to **research, take notes, evaluate** web sites, **get the most** from a book or resource etc) please ask.

Good luck with your homework and coursework and remember the librarians (**Mrs Ward, Ms Boswell and Ms Johnston**) are here to help you find what you need. And don't forget, we have an outstanding collection of classic and contemporary fiction for your leisure reading (many available in audio book form) and a growing collection of DVDs – you have to rest your brain sometimes!

