

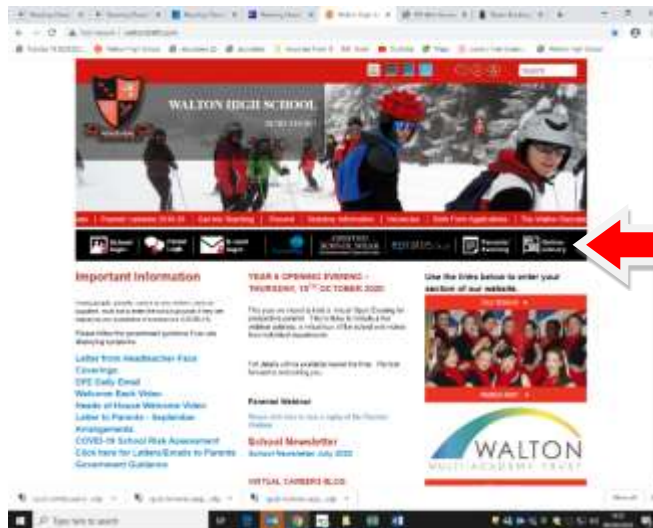
HOW TO USE YOUR SCHOOL LIBRARY CLICK & COLLECT

The books in your school library can be accessed on-line via the school website on the 'Reading Cloud'.

Your account can be personalized by creating an avatar and as well as being able to access all your favourite books it includes great features such as 'Book of the week', 'Meet the authors' and 'Word of the day'. View your current loans, the books you have read and books that you have reserved. Another very useful feature is 'What Next..?' which recommends books based on authors or genres that you like.

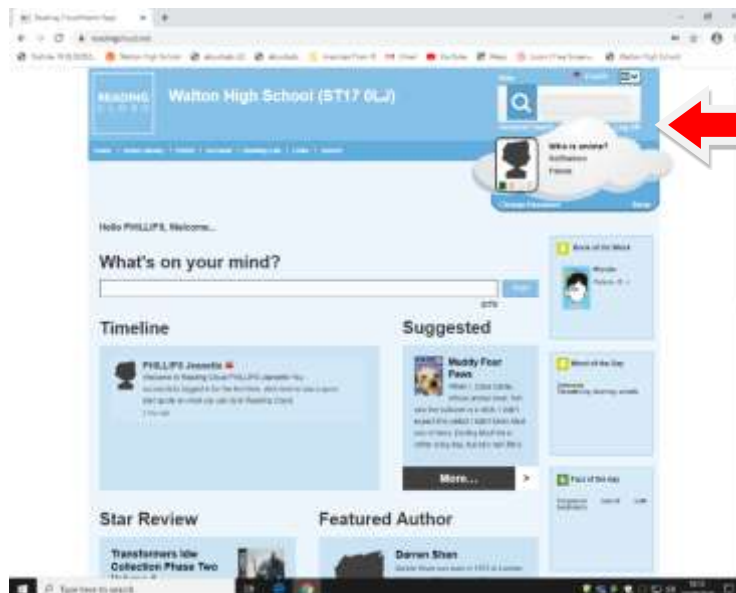
Step by step approach:

On the website front page click 'Online Library' (one of the headings in the black strip which will take you to the log on page).



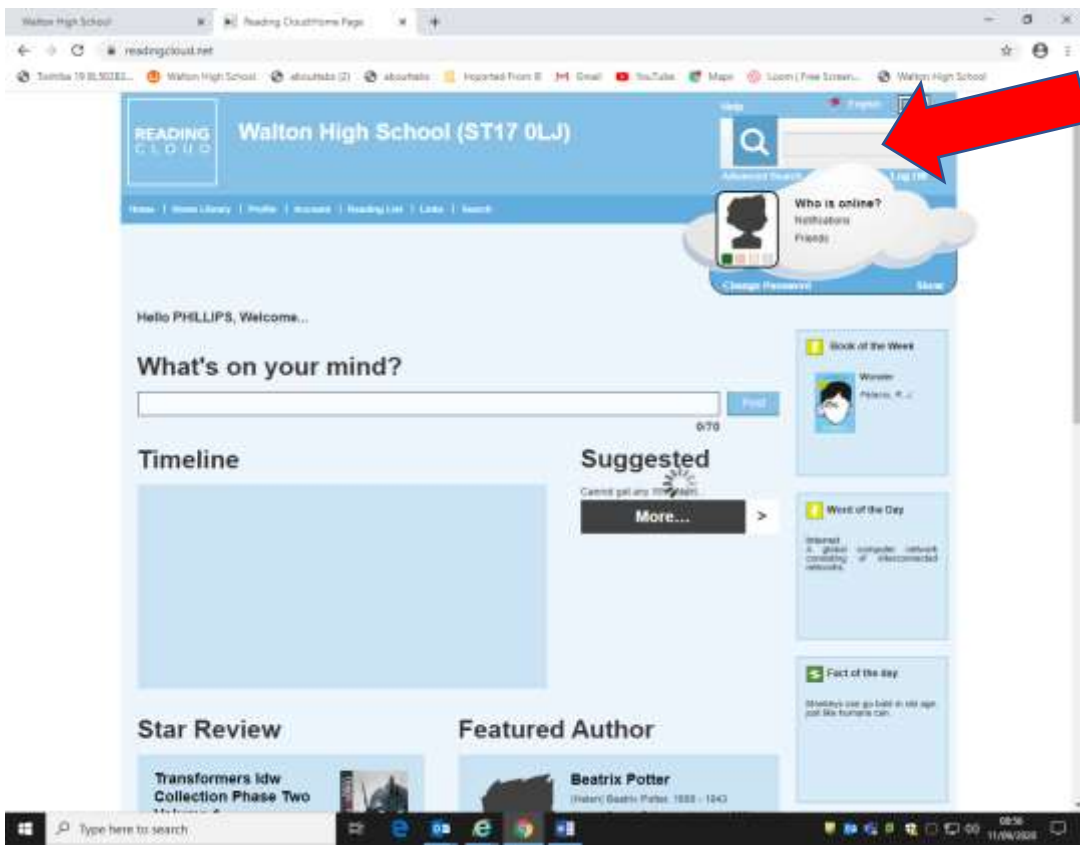
1. Click
Online Library

And here you are!



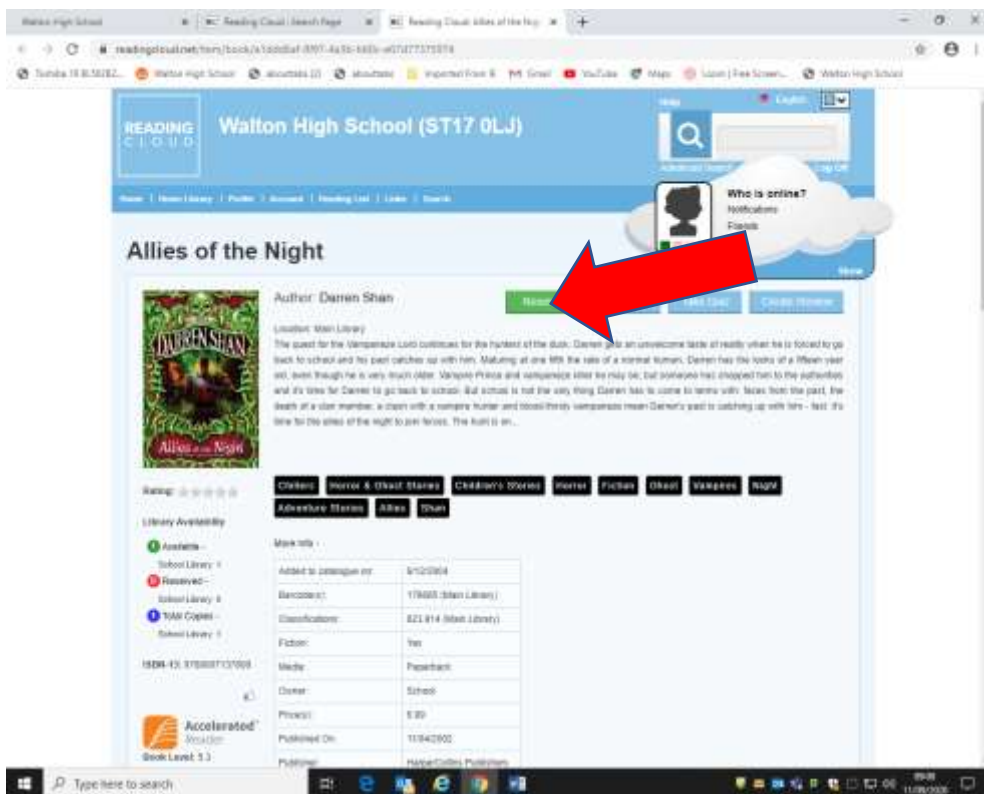
2. Click Log on

You will need to enter your **username** which is your school e-mail, for example firstname.lastname@walton.staffs.sch.uk and your **password** which is your date of birth - this is 8 digits for example 1st April 2008 = 01042008

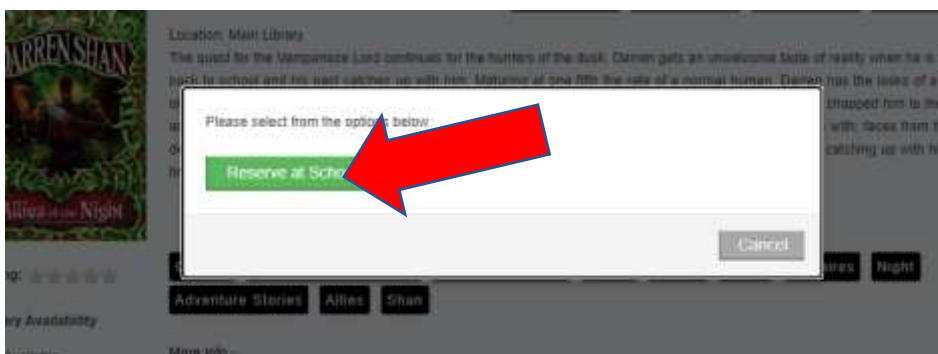


3. Type the name of the author or the title of the book you are interested in and click the search symbol (magnifying glass)

4. A list of books will be shown on screen. Select a book and Double click on it



5. Click reserve



6. Click Reserve at school. The book will be reserved in the Library for you to pick up at the allocated time for your year group.