



DEVELOPING CHARACTERISTICS OF EFFECTIVE LEARNING

- ***How do I borrow a book?***

You do not require a membership card - all you need to do is sign out the book via the form in the blue Library folder in the Alliance Training Hub.

Please remember to give your email address so that we can contact you should the book be requested to be placed on hold by another colleague.

- ***How long can I borrow a book for?***

The standard loan period is 3 weeks. At this stage, we will email you to check whether you are still using the book. If you are, we will happily extend your loan period – unless another colleague has requested access to the text.

- ***How do I “hold” a book?***

The whole catalogue of books available to borrow can be found on our website –

[www.scarboroughteachingalliance.co.uk/professional-development/library](http://www.scarboroughteachingalliance.co.uk/professional-development/library) - as well as a printed copy in the library folder for reference.

If a text is not in the library please email [a.southall@coastandvale.academy](mailto:a.southall@coastandvale.academy) so that we can request for a hold on the book once it has been returned.

- ***Will I be fined if I return a book late or lose a book?***

We do not charge late fees. However, if a book is lost/damaged, we will request reimbursement to cover the cost of a replacement text or we require an acceptable replacement copy of the book that has been lost or damaged.

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*If you are aware of a useful text that you think colleagues will benefit from, please let us know! You can fill in a 'request a text' form - found at the back of this folder and hand in to Ashleigh Southall (Teaching Alliance Administrator).*

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