
School Practice Collection

The School Practice collection is on the first floor of the Library in the Rutherford Building, and contains about 20,000 items. The main aim of the collection is to help students on teaching practice by providing books and other materials for use in the classroom and for lesson preparation. The collection consists of two sections: **books and audio-visual**, and other **multi-media material**.

Books and Audio-Visual

The book collection covers all age and ability groups from pre-school to A-level, and includes teachers' books for use with children. The main sequence of books is arranged by Dewey Decimal Classification, as in the rest of the Library, and includes all the non-fiction subjects, fairy tales, myths and legends, and poetry and drama.

- *Novels and picture books* are shelved separately at the end of the book sequence: IFIC, JFIC, SFIC and PICT stand for infant, junior and senior fiction, and picture books. *Big books* can be found on separate racks in the School Practice room nearby.

- *Audio-visual*: Individual CDs, CD-ROMs and DVDs for loan are stored on the shelves with the books, e.g. for languages and music. Books with CDs or cassettes are also shelved with the books. Other CDs and cassettes are stored separately at the end of the book sequence.

Multi-Media Material

The School Practice multi-media collection is housed in a room nearby, which is open at all times. Items are classified in the same way as the books, but stored by format. Laptop points and a table are also available.

- *Project packs* - These are usually documents and pictures in a folder, stored in the central filing cabinets.

- *Kits* - These are multi-media items, such as teaching objects and games, shelved against the wall in three sequences: ordinary, small, and envelope (large) kits.

- *Picture charts* - Charts and posters are stored rolled in cardboard tubes.

- *Slides* - Slides are in sets with accompanying notes in one of the filing cabinets.

The Online Catalogue

All books and audio-visual items can be found on the Library's online catalogue, so please consult this to find out what is available. There are several catalogue terminals near the School Practice area.

Loans

All School Practice items can be borrowed and returned at the ground floor help desk or self-service machines. Most items are three week loans, although some are seven day loans or reference only. School Practice loan entitlements are as follows:

	Education students	Academic staff	Other staff	Other students	Associate and external students
<i>Books</i>	20	20	10	5	4
<i>Audio-visual</i>	20	20	10	5	4

When borrowing and returning items with multiple parts, please check the contents, as responsibility for them rests with the borrower. We cannot check items at the issue desk, but do so on their return.

Renewals and Enquiries

Loans may be renewed in person, on the catalogue, or by phone on 020 7919 7189. Please quote your Library card number, and note that reserved items cannot be renewed. If you have any School Practice enquiries, please call the Education and School Practice Librarian, Mark Preston (m.preston@gold.ac.uk) on 020 7919 7169.