

# Junior Librarian at home

**Click and Collect** a book from  
The Winchcombe School library



Visit the school website: <https://www.winchcombe.w-berks.sch.uk/>

Click on the junior librarian tab on the right-hand side.  
This can be found above the DB primary tab. This is the  
junior librarian home page:

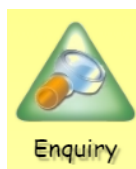
1. Click logon

**Your logon details are the same as DB primary**

**Your Password is also the same but add 111 at the end**



2. To find and view all the fiction and non-fiction books in the library, click **enquiry**.



3. Use the picture icons to find books or search for an author or title of a book by using the A-Z icon.



4. Once you have found the book you would like to read you can click reserve icon. **You can only reserve 1 book at a time.**



5. Mrs Barr and Mrs Maytham are the school librarians. **They are in school Monday, Tuesday and Friday.** Once you have made your reservations, they will then find your book choice, scan it out under your name and deliver it to your classroom. You can borrow the books for **2 weeks**. If you need to borrow the books for longer, please inform the librarians or your class teacher.
6. Once you have finished reading your book, return the books to the school library. Books must be returned and placed in correct tray (Monday, Tuesday, Wednesday, Thursday, Friday). Books will be **quarantined for 72 hours** before they are returned to the selves.
7. If you are unsure which books to choose, look at the recommended reading list for your school year. All these books are currently in the school library for you to loan.