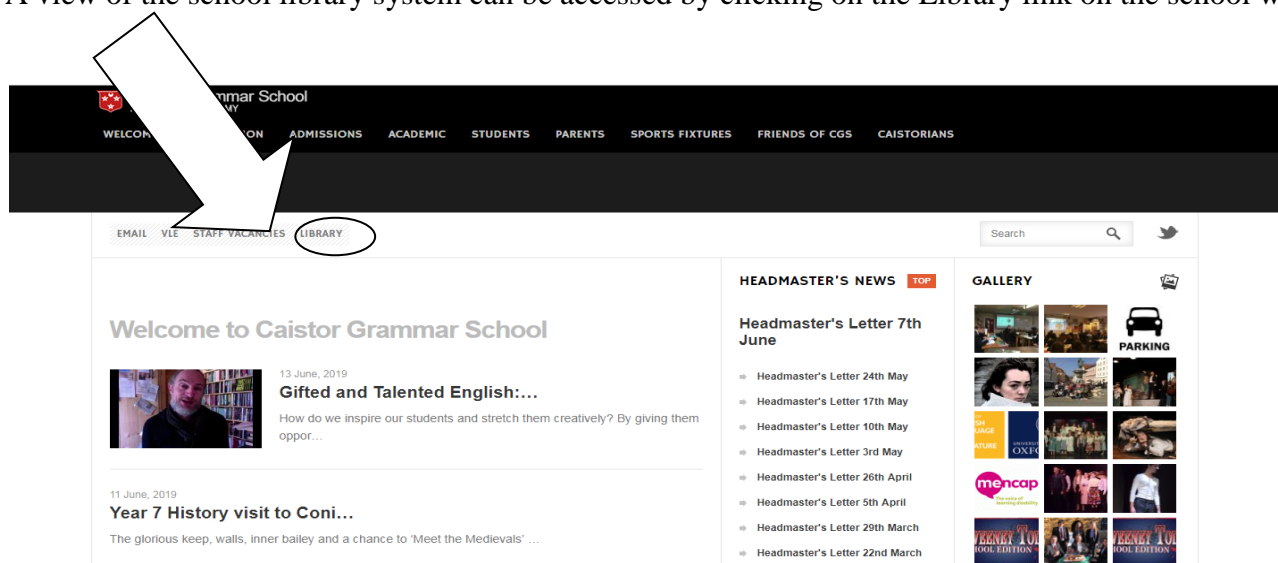


Accessing the Heritage Library System

A view of the school library system can be accessed by clicking on the Library link on the school website.



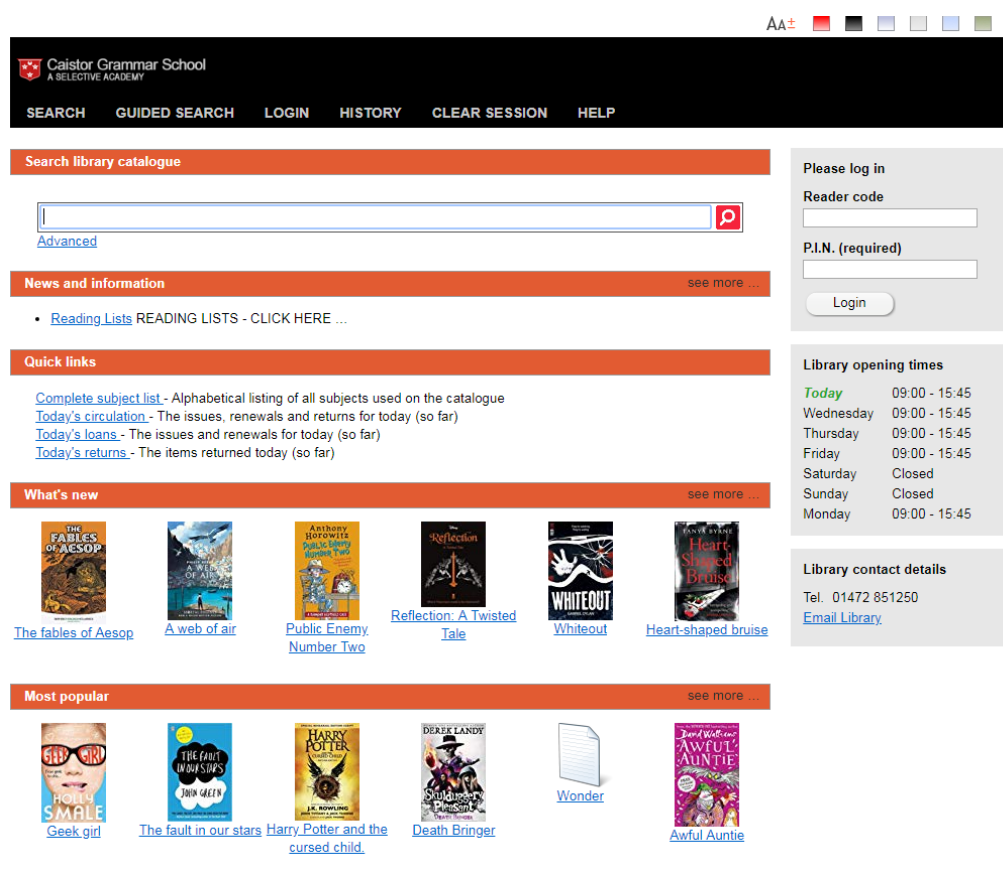
This takes you to Heritage Online. This top level view gives access to all parts of the enquiry system. These include:

Reading Lists – both subject and key stage recommendations

What's new – a selection from the to the library catalogue additions from the past 90 days

Complete Subject Index - useful for non-fiction searches by topic.

The search bar allows for enquiries by author, title, or keywords. Complex searches can also be executed here.



On the right hand side of the screen, students can enter their Reader Code and PIN (the pin is their date of birth in six figure form). There is also a link to email the librarian, should you have any comments or queries.

Once this data has been entered, the screen changes to a view as shown below.

Your account name is shown, along with a summary of current loans and reservations. Another change is that a new information bar appears on the main part of the screen, showing recently viewed titles.

Account information

[Emma Woodhouse](#) | [Logout](#)

Loans **2**

Reserved **1**

Library opening times

Today 09:00 - 15:45

Wednesday 09:00 - 15:45

Thursday 09:00 - 15:45

Friday 09:00 - 15:45

Saturday Closed

Sunday Closed

Monday 09:00 - 15:45

Library contact details

Tel. 01472 851250

[Email Library](#)

Clicking on the borrower's name, or the Loans link, will take you to the screen below.

Reader

(WE1Y) Miss Emma Woodhouse [LOWER SCHOOL PUPIL]

Loans | Reserved | History | Charges | Recent

To renew an item, tick the box and then click the "Renew" button

Author	Title	Medium	Due date	Renewal
Mander Portman Woodward.	Getting into business & economics courses.	Text	26 Jun 2019	0 of 0 <input checked="" type="checkbox"/> n/a
Rae Earl	OMG! I'm in love with a geek!	Text	27 Jun 2019	0 of 3 <input type="checkbox"/>

Account information

[Emma Woodhouse](#) | [Logout](#)

Loans **2**

Reserved **1**

Library opening times

Today 09:00 - 15:45

Wednesday 09:00 - 15:45

Thursday 09:00 - 15:45

Friday 09:00 - 15:45

Saturday Closed

Sunday Closed

Monday 09:00 - 15:45

Library contact details

Tel. 01472 851250

[Email Library](#)

You will see that, where a title can be renewed, there is a tick box on the right hand side . Books can be renewed online up to twice, unless the title has already become overdue, in which case a small fine is payable, and the book needs to be renewed in person via the library.

To renew , just tick the box and press the renew button

Reader
 (WE1Y) Miss Emma Woodhouse [LOWER SCHOOL PUPIL]

Loans | **Reserved** | **History** | **Charges** | **Recent**

To renew an item, tick the box and then click the "Renew" button

Author	Title	Medium	Due date	Renewal	
Mander Portman Woodward.	Getting into business & economics courses.	Text	26 Jun 2019	0 of 0	n/a
Rae Earl	OMG! I'm in love with a geek!	Text	27 Jun 2019	0 of 3	<input checked="" type="checkbox"/>

Account information
[Emma Woodhouse](#) | [Logout](#)
 Loans **2**
 Reserved **1**

Library opening times
 Today 09:00 - 15:45
 Wednesday 09:00 - 15:45
 Thursday 09:00 - 15:45
 Friday 09:00 - 15:45
 Saturday Closed
 Sunday Closed
 Monday 09:00 - 15:45

Library contact details
 Tel. 01472 851250
[Email Library](#)

You will see the date goes green, and changes to a new, later renewal date. This is generally two weeks from the date of renewal, the standard loan period.

If a title is out on loan, and you are logged in, it can be reserved online.

knife of never
[Advanced](#)
 Search for 0571298702 [Std. No.]

Result 1 of 1

Title The wall
Authors [John Lanchester](#)
Standard no. 0571298702
Medium Text
Imprint London: [Faber & Faber](#), 2019
Subjects [English Prose Fiction](#), [Literature](#), [Prose Fiction \(Novels, Short Stories\)](#), [General Fiction](#)
Keywords
Series
Notes (SBN) 9780571298709 (hbk.) :
 (SBN) 9780571298723 (pbk.) :
 (CIP) CIP record. Publication date: 01 2019
 (CON) text

Class GF
Edition
Language

Reservation Information
 0 Existing reservation(s)

	Copy no.	Loan type	Location	Status	Due date	Shelfmark
1	T076388	Standard loan	GENERAL FICTION	On Loan	27 Jun 2019	

[Catalogue Record URL \(link\) \[-\]](#)

Reserved **0**

Results
[Print](#)
[Email](#)
[Download](#)
[Add to favourites](#)

Display
 Sort by
 (no sorting)

Library opening times
 Today 09:00 - 15:45
 Saturday Closed
 Sunday Closed
 Monday 09:00 - 15:45
 Tuesday 09:00 - 15:45
 Wednesday 09:00 - 15:45
 Thursday 09:00 - 15:45

Library contact details
 Tel. 01472 851250
[Email Library](#)

SEARCH **GUIDED**

Title Lanchester, G. K.
Copy data No. T076388
 Reservation placed s

Author
 Chesterton, G. K.
 Lanchester, John

Simply click on the reservations button, you will see your reservations total increment by one, and also your place in the queue.

Title

Lanchester, John; The wall [GF]

Copy data

No. T076388 Location: GENERAL FICTION

Reservation placed successfully

Continue

Author	Title	Date resv'd	Status	Due/held/info
Chesterton, G. K.	The man who was Thursday - a nightmare	18 Jun 2019	Reserver 1	02 Jul 2019
Lanchester, John	The wall	18 Jun 2019	Reserver 2	(27 Jun 2019)

Account information

[Emma Woodhouse](#) | [Logout](#)

Loans

2

Reserved

2

Library opening times

Today

09:00 - 15:45

Wednesday

09:00 - 15:45

Thursday

09:00 - 15:45

Friday

09:00 - 15:45

Saturday

Closed

You can cancel a reservation in the same way you renew a book – tick the box by the title and press enter. The number of reservations decreases by one.

Selecting the user name from the main screen takes you the user's history.

Loans

Reserved

History

Charges

Recent

From Date

20 Mar 2019

To Date

18 Jun 2019

Refresh

Print

Date	Author	Title	Medium	Mvt.	O/d
14 Jun 2019	Royal National Theatre (Great Britain)	All about theatre	Text	Issue	
14 Jun 2019	Wilkinson, Jonny	Jonny : my autobiography	Text	Issue	
14 Jun 2019	Blackman, Malorie	Checkmate	Text	Return	
14 Jun 2019	Flemming, Ian	Casino Royale	Text	Return	
14 Jun 2019	Blackman, Malorie	Checkmate	Text	Renew	
14 Jun 2019	Flemming, Ian	Casino Royale	Text	Issue	
14 Jun 2019	Blackman, Malorie	Checkmate	Text	Issue	
07 May 2019	Clare, Cassandra	City of ashes	Text	Return	
07 May 2019	Clare, Cassandra	City of ashes	Text	Issue	
25 Apr 2019	Christie, Agatha	And then there were none	Text	Return	
25 Apr 2019	Christie, Agatha	And then there were none	Text	Issue	
23 Apr 2019	Sedgwick, Marcus	The kiss of death	Text	Return	20
25 Mar 2019	Jarvis, Robin	Dancing Jax	Text	Return	
25 Mar 2019	Jarvis, Robin	Dancing Jax	Text	Issue	
20 Mar 2019	Sedgwick, Marcus	The kiss of death	Text	Renew	2
20 Mar 2019	COONEY, CAROLINE B.	POINT - UNFORGETTABLE	Text	Return	
20 Mar 2019	COONEY, CAROLINE B.	POINT - UNFORGETTABLE	Text	Renew	
20 Mar 2019	COONEY, CAROLINE B.	POINT - UNFORGETTABLE	Text	Issue	

Loans

2

Reserved

1

Library opening times

Today

09:00 - 15:45

Wednesday

09:00 - 15:45

Thursday

09:00 - 15:45

Friday

09:00 - 15:45

Saturday

Closed

Sunday

Closed

Monday

09:00 - 15:45

Library contact details

Tel. 01472 851250

[Email Library](#)

The loans and reservation screens mirror the information already discussed. Clicking on the History tab enables you to view the student's borrowing record, including renewals and overdue books.

If a book does go overdue, a reminder is sent by email to the student after one week, similarly a second email is sent after two weeks. At 21 days overdue a letter is put in the student's register. A week later a letter is sent home.

Students have been shown how to use the Heritage system to locate books in the library, to save lists of favourite titles and set up their own saved searches. Should you require further details on these features, or any other aspect of the library, please contact Mrs Jago either via the school telephone or katherine.jago@caistorgrammar.com.