

Your Takeaway Library is back!

The Library is offering a **click-and-collect service during lockdown**.

You can reserve a book on the WebApp **Accessit** and collect it at **Reception between 12 and 2 pm on Wednesdays**.

Please do not come and collect your book if it is during one of your live lessons.

The first collection day will be **Wednesday 13th January**. Please don't forget to wear a mask.

It's easy to reserve a book on [Accessit](#):

Check out our **video guide** on 'How to reserve library books' on the Accessit Dashboard or follow these 4 steps:

1. Go to the School portal and click on **Accessit**
 2. Click on **Guest** and **log in via SSO** – (Single Sign On = your school login details).
 3. **Search** for a book by title or author.
 4. **Drag and drop** the book into the **Reserves** tab at the top.
- Please make sure you only reserve a book that is available to be borrowed - a book with a green circle, the number inside indicates how many copies are available. If a book has a red circle with the number 0 in it, it is currently not available to be borrowed.
 - The librarians will contact you via the Library Matters Google Classroom if your book is **unavailable**, so it is **essential** that you join the classroom using the code **rocskp6** if you want to use this click-and-collect service. If you don't hear from us you can assume that the book is ready for collection.
 - **Please reserve the book no later than Monday 6 pm**, so we have time to find the book on the shelf.
 - It's very important that you return any outstanding books at the same time, so that other students can borrow them. If you still want to keep them, please renew them online.

We will keep reserved books for you **for two weeks only**, so it is important that you pick them up on time. If you have any questions regarding the click-and-collect service, please contact us via the Library Matters Google Classroom.

Happy Reading!

Ms Mayer-Khan, Ms Shepard and Ms Hicks