# AVA GUIDE TO USING CAPITA READING CLOUD

The Aylesbury Vale Academy
*A Church of England Academy*
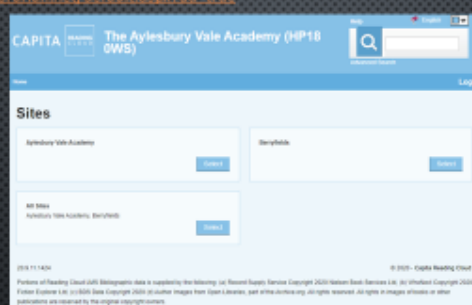*Join us on the journey. Achieve today; amaze tomorrow*

L!BRARY

CAPITA — READING CLOUD

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Reading Cloud is the web based library management system used by the Academy.
It can be accessed from any web browser giving you anytime,
anywhere access using the link on the Academy Website: https://www.theacademy.me/page/?title=Library&pid=155
or the URL: http://u009165.microlibrarian.net/default.aspx?ad=true



*AVA Reading Cloud Site Selection screen*

To commence your use of the Library please select the database you wish to access.
There are three options – The Aylesbury Vale Academy (which is the Secondary Phase Library),
Berryfields (which is the Primary Phase Library)
or All Sites which shows the resources available in both the Primary and Secondary Phase Libraries.
It is generally recommended that Secondary students and staff select "Aylesbury Vale Academy" as this excludes resources and book stock
which may be less relevant and will make using the database more effective and efficient.
Similarly Primary Phase students and staff will find accessing the "Berryfields" Library will provide them with the most appropriate resources.

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In order to access the full range of features you need to log in to the database. To log in please click on "Login" in the top right of the Site selection screen.
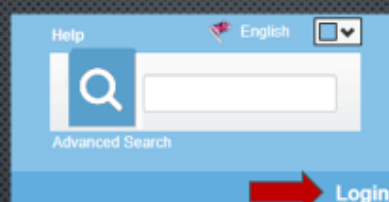


This will open the Username and Password box:



Your User name is your Academy E-Mail Address (eg. jbloggs@theacademy.me for staff xxxxxxxxxx@mail.theacademy.me for students ) and your Password is the same
as you use to log on to Academy computers.

Once you have logged in the first page that you will be greeted with is the Reading Cloud Home Page



It is designed to highlight what is happening in the Library and you can easily see what resources are available – for all intents and purposes this is the Library's "Shop Window".

Below the Search box and Logged In salutation is the **"Book of the Week"** box – this highlights a recommended book and gives you a summary of why it was chosen (Award winning, new to the school library etc.) and what the story is about so you can judge if it appeals to you. The library will hold multiple copies of these books so that numerous students can borrow them at once.
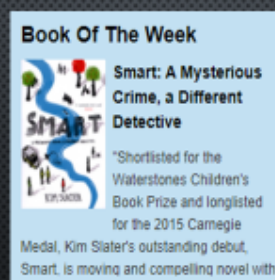


In the very top right corner of the page is the **Search/ Advanced Search** box where you can look for resources within the Library database. You also have options to change the language that text is displayed in, the colour of the screen, and to log off once you have finished using the website.
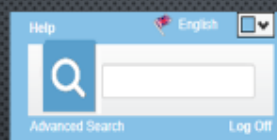


Located directly beneath the Search box are three small circles – these are just to the left of the Logged In salutation. The blue circle to the left indicates how many books the user currently has on loan, the centre red circle indicates how many overdue loans the user has and the green circle on the right shows how many reservations they currently have.

To the left of the Book of the Week box is the "Top Ten Resources" pane which, as the name suggests, features the Ten most borrowed books or most accessed resources (eg. Website links) in the Library database. These are constantly updated to reflect the most current trends within Library use. This feature may be helpful in suggesting books you might like to read or other resources which students are using to study or do homework.
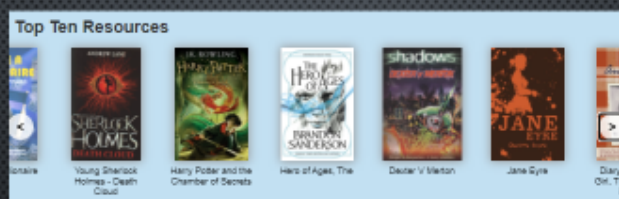
**Top Ten Resources**

The "News" section of the page (to the right of the Top Ten Resources pane) is where you will find information about events and activities that are happening in the library. These could be the addition of new books or resources, activities like after school clubs or events like World Book Day and Book Week.

**News**                                        View All...

As you might expect the Latest Returns pane – located directly below the Top Ten Resources pane - highlights the books most recently returned to the Library by borrowers. This may be if interest if you are looking for ideas of what to borrow yourself or if you have been waiting for a particular book to be available.

**Latest Returns**
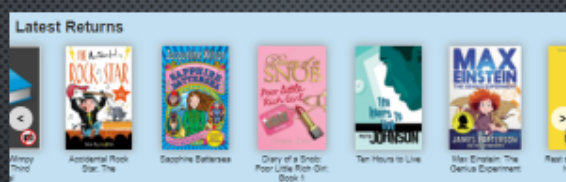
In the "Star Review" section of the Homepage students can leave their own reviews of books they have enjoyed reading. Before appearing "live" the reviews are checked and edited by the Librarian to ensure they are suitable (and spellchecked!). This is a valuable feature as students highly rate the opinions and recommendations of their peers.

**Star Review**                                View More...

**Wolf Brother**

Totally excellent prehistoric fantasy saga from Michelle Paver. Loved this the first in the series but the books go from strength to strength as the characters develop. Don't miss it - it's a must read!

Self-explanatory really – the New Resources area highlights brand new books and other resources that have been added to the library. It's like a shop window showing off our latest wares. Again, it is hoped that this will encourage students to borrow from the library when they see a book which appeals or similarly a useful new Weblink or resource has been added.

**New Resources**

Each month a different author and their work is spotlighted. Books by the author will be displayed in the Library to encourage readers to try them out. We hope library users will be encouraged to try out books by authors they've not previously read before.

**Featured Author**     View More...

Rowling, J. K.

J. K. (Joanne Kathleen) Rowling was born in Gloucestershire, U. K. on July 31, 1965. Rowling attended Tutshill Primary and then went on to Wyedean Comprehensive where she was made Head Girl in her final year. She received a degree in French from Exeter University. She later took some teaching

Below the New Resources pane is the "Trending" floating word cloud which features the most looked for authors, book titles, genres, websites and other resources that library users have searched for. This visual presentation may again help inform your choice of book or other resources. You can see what the most popular searches are within the Academy database or all schools that use Reading Cloud.

**Trending**     School   Everyone

Frankenstein     Percy Jackson

david walliams     Historic Stories

Humour     Skellig

Horror    Twilight     diary of a wimpy

Dracula

Finally, at the bottom of the Homepage, is the "Suggested" panel which is personalised for each user to feature book title recommendations based on their previous choices. These may be the same author, of the same genre or reading level or have been similarly award winning. This function is similar to the Who Writes Like? website which you may be familiar with.

**Suggested**     View All...

**Skeleton Key**
The bestselling Alex Rider series with brand new covers! Teenage superspy Alex Rider is enlisted by the national security services again this time for a routine reconnaissance mission at the Wimbledon Tennis

**My Friend Nigel**
When Billy rescues Nigel the snail from his parents' pongy magic spells, they become great friends. Billy's parents don't understand the friendship, and try to tempt Billy by conjuring up other weird and wonderful pets.

**Gamer**
Street kid Scott jumps at the chance to be a Virtual Kombat gamer. But when his friend Kate goes missing, Scott's dream quickly becomes a nightmare ... A sleek new edition of the first book in Bodyguard author Chris Bradford's action-packed
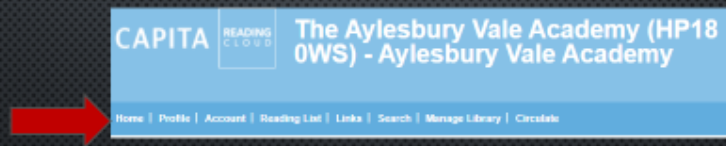
Returning to the top of the Homepage you can see a number of tabs – each of which corresponds to a different part of the database and enables the user to navigate their way around. These tabs are present at the top of each page so it is very easy to move between them.  The first tab is for the Home page – which we have been looking at.



The "Search" box remains in the top right of each screen to enable users to make a quick search at any time.

There are Tabs named "**Home**" (the screen you are currently looking at), **Profile, Account, Reading List, Links** and **Search** located in the top left of the homepage.  These tabs appear at the top of every screen in Reading Cloud so you can easily navigate your way around. The "Search" box where you can look for books by title, author etc. also remains in the top right corner of each screen.



## PROFILE

This part of the database will be bespoke for each user as it gives them easy access to information regarding their previous use of the Library site as well as prior borrowing records.
It also offers the option to change their Password should they wish to.
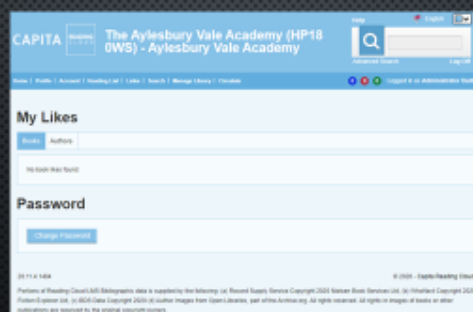
# ACCOUNT

Also unique for each user the Account screen displays information regarding their current and previous Library loans as well as Reservations made and Reviews left.



# READING LISTS

Reading lists are created by the Librarian – based on recommendations and suggestions from Teaching Staff and Curriculum Leaders – to make the most relevant texts to each reader easily accessible. Further to this it is possible to limit which lists students see so that they are only those that relate to their Year Group or subjects studied.



# LINKS

This page features links to useful Educational Websites which support the curriculum. Again, they are added to the system by the Librarian in consultation with teaching staff.

# SEARCH 3: A-Z

The second radio button opens up an A-Z List of all of the resources held in the database. There are category buttons allowing refined searches for Title, Author, Series and Genre as well as Alphanumeric buttons which will take the user to the resources within the categories who's Title, Author etc. corresponds to that letter – for example Author Category, "J" would include all books and resources pertaining to J.K. Rowling and J.R.R. Tolkien as well as any other authors with a name beginning with a J.



# SEARCH 4: VIEW

The next radio button presents a "View" screen which shows collections of books and resources relating to subjects or projects. These have been created within the school but will be of less relevance than other search formats due to these lists previously being for non-fiction books which are no longer held in the Library.



# SEARCH 5: PICTURE

The final Search option accessed via the radio buttons is Picture. This is similar to View in so much as there are categories represented by icons. However these categories were pre-installed in the database software and automatically collate new books and resources added to the Library.

## CONDUCTING A SEARCH

Using any of the Search methods including the Quick Search box Library users can access the Library catalogue to browse books and resources.

With the Quick Search once a Title, Author name or Keyword is entered a drop down appears which enables the user to specify the criteria of the search. This removes extraneous listings which don't match their requirements.

## SEARCH RESULTS

Any books or resources matching the search criteria will be displayed in a new screen.

By clicking on the icon displaying the book cover or resource or the headline text further details about them are displayed…

## IN DEPTH DETAILS OF A BOOK OR RESOURCE

This page will feature the location of the book – Primary Phase School Library or Secondary Phase School Library, a short summary of the story in a fiction book or of the information within a non-fiction book, there is a star rating based on the number of positive reviews left by borrowers, details of availability – how many copies of a book are held by the library, how many are currently on loan or are reserved. All Keywords relating to the book or resource are displayed and by clicking on these users are redirected to a list of all books or resources which share these keywords.

Related Resources (such as books written by the same author or about the same topic or within the same genre are shown further down the page as are Similar Resources and any previous Reviews

## RESERVING, ADDING TO A READING LIST AND LEAVING A REVIEW

Within this page Library users are presented with the option to Reserve the book, to add it to a Reading List for possible future use (the book can subsequently be removed if it is later decided to be uneeded – the Reading List is for the use of and accessed only by the User and is there for their convenience or to create a review. As mentioned any reviews will be kept in a holding area of the database until the Librarian publishes it and it is visible to all database users.



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## RECEIVING YOUR RESERVED BOOK

- THE LIBRARIAN WILL BE CHECKING DAILY FOR ANY NEW BOOK RESERVATIONS AND WILL PICK IT, ISSUE IT (INCLUDING ENTERING THE DUE DATE IN THE DATE LABEL) AND DELIVER IT TO EITHER – THE STUDENT IN PERSON DURING REGISTRATION OR ENGLISH CLASS OR TO THEIR TUTOR OR ENGLISH TEACHER TO PASS ON TO THEM.



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## RETURNING BOOKS



A book loan can be extended if the borrower needs more time to finish reading – typically the loan period is 2 weeks but this can be increased – students should make their request through their Tutor or English teacher who can then inform the Librarian who will extend the loan.

Drop boxes will be placed around the school for borrowers to return books. One will be located near the Sports Hall for Year 7 students, another near the Main Hall for Year 8 students and a further box in the Atrium for all other Year groups. These will be emptied daily, the returned books then being placed into quarantine for 3 days before being marked returned in the Library catalogue and either issued to the next reservation or placed back in the Library.