



20 May 2020

## LIBRARY LOANS

Dear Parents and Carers

Could you please get your son/daughter to look at their current loans list as per the attached instructions and put the books in a carrier bag clearly marked with their name.

You can then email [astokes@stjohns.excalibur.org.uk](mailto:astokes@stjohns.excalibur.org.uk) or ring Mrs Stokes 01672 519564 to arrange collection of the books from your doorstep.

Many thanks for your help in getting these resources returned for use by other students.

With kind regards

*Anne Stokes*

**Anne Stokes**  
**Manager Learning Resources**

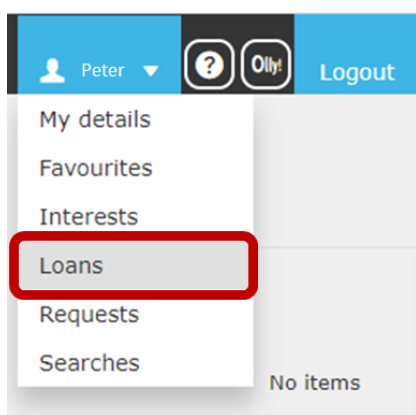
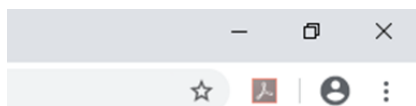


# Accessing the Oliver Library System to check current loans.

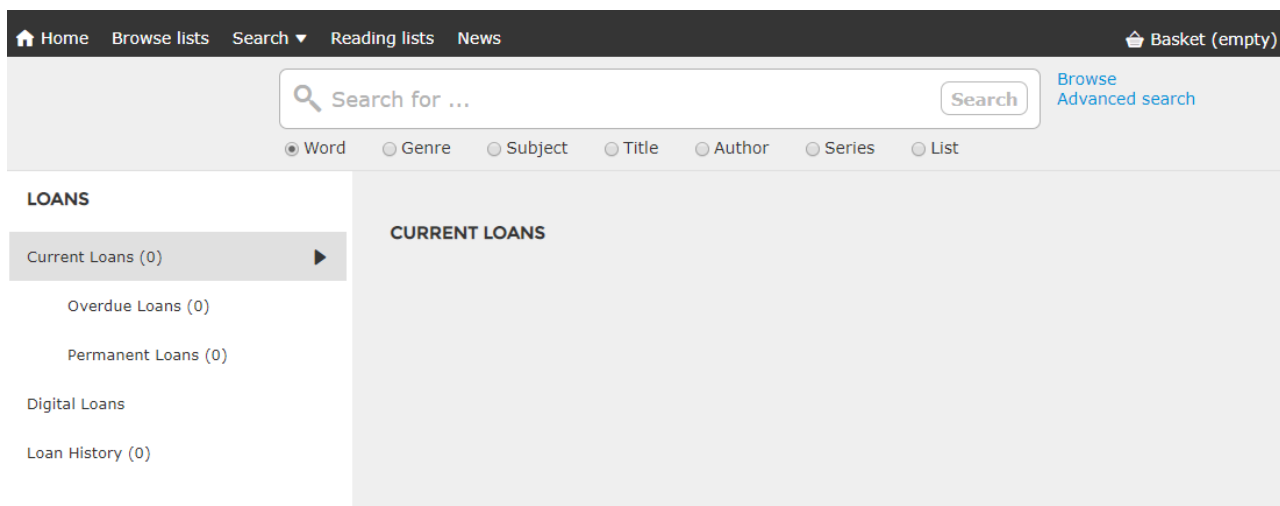
**Step 1.** Navigate to St John's SharePoint.

**Step 2.** Click on the tile to open Oliver, the school's library system. If prompted, enter your school email address and password.

**Step 3.** Open the top menu, hover over your name and select Loans.



**Step 4.** This will show the books and resources that you currently have on loan.



**Step 5.** For returns, please contact Mrs Stokes on [astokes@stjohns.excalibur.org.uk](mailto:astokes@stjohns.excalibur.org.uk) or 01672 519564 to make any necessary arrangements.