

September 2016

Dear Parent/Carer

Welcome to Oliver's Battery Primary School Library. It is important to us that everyone should enjoy our carefully chosen selection of books so below you will find our terms of use.

Your child will have a library card, kept in school, and will visit the library once a week on a day that will be shared with you via the home/school book. They will be able to choose from a selection of over 3000 fiction and non-fiction titles. We try to allow your child to select whichever book appeals to them, as we want to support a real interest in books. We work hard to ensure that all of our books are appropriate to everyone although we do have a section available exclusively to our older readers. You will be asked to approve access to this section if we feel it is appropriate during years 5 and 6.

Your child will be able to choose one book each week and the scanning system has been set so that no other books may be borrowed until the previous title has been returned. You are welcome to keep a book for more than one week but we ask that you return it to be rescanned on the appropriate day. Our system keeps a record of the books on loan so please ask at anytime if you wish to know what book your child has borrowed.

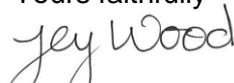
We ask that you encourage your child to take care of our books and that you agree to pay for the replacement of any lost or damaged books that you have on loan. Each half term we will send a reminder note to those who have had outstanding books on loan for a number of weeks. We ask all of our parents to sign and return our library agreement before children can borrow the books.

We work closely with the School Library Service. They help us to re-stock the shelves with new and appealing books as well as supporting our curriculum work with ideas and visitors. We have modernised our computer system and hope to extend this to our school network making research projects and IT links even easier.

We are incredibly fortunate at Oliver's Battery Primary School as our library is predominately cared for by our wonderful team of parent volunteers. I would like to take this opportunity to thank them for their continued hard work and dedication. We could not run such a successful library without them. If you would like to join this friendly team please contact the school office. Your kind support really could benefit every child in our school.

We hope your child enjoys using our school library.

Yours faithfully



Miss Fey Wood
Head Teacher



To the school office: **Borrowing Library Books**

Child's name: _____ Class: _____

I agree to pay for the replacement of any lost or damaged books that my child has on loan from Oliver's Battery School library.

Signed: _____

Date: _____

