

# Managing your Primary School Library

A full day course to help you develop the effectiveness of your school library




Ideal for teachers and support staff with responsibility for managing a school library  
Please see our separate course:

***“A Introduction to Running your School Library”***  
*(for support staff and volunteer helpers new to running a school library)*



## Highlights of the course include:



-  Selecting stock for the library.
-  An introduction to computerising the library
-  Supporting pupils' information needs

<b>The venue:</b>	<b>Nightingale Centre, Poringland (4 miles south of Norwich)</b>
<b>The Date and Time:</b>	<b>Wednesday November 10th, 2004 9.15 a.m. – 4 p.m.</b>
<b>The Cost:</b>	<b>£140.00 per participant (including lunch) or £210.00 for two delegates from the same school</b>

**For further information, please contact Peta Jones on 01603 222265**

To reserve a place on this course please complete this slip and return by **22nd October, 2004** to Jackie Moore, Norfolk School Library Service, County Hall, Martineau Lane, Norwich, NR1 2UA

I wish to reserve ..... Place(s) on the **Managing Your Primary School Library** course.

Name(s) of participants .....

School/Library .....

Signed.....

Date .....

School Budget code to be used ..... (the amount of this course will be journalled to your school.)

NORFOLK SCHOOL LIBRARY SERVICE, County Hall, Martineau Lane, Norwich, NR1 2UA

Telephone 01603 222265 FAX 01603 222264, e-mail [mailto: school.library.service@norfolk.gov.uk](mailto:school.library.service@norfolk.gov.uk)