

An Introduction to Running your Primary School Library

**A Half day course to give an overview of the day-to-day running
of a school library in any Primary phase school**

Course Leaders

Robin Gregory—Senior Tutor Librarian

Harriet Cox—Team Librarian

**For more information about this course, please contact Robin Gregory or Harriet Cox on
(01603) 222265 or by e-mail—robin.gregory@norfolk.gov.uk or harriet.cox@norfolk.gov.uk**

Highlights to include:

- Overview of what makes a good library
- Care and repair of books
- Organising your library fiction and non-fiction
- An introduction to a Library Computer Management system

The Venue

School Library Service Training Room, County Hall

Date and Time

Wednesday 29th April, 2009
9.15 a.m.—12.15 p.m.

The Cost

£50.00 per participant
Or £75.00 for two delegates from the same school

Please note: There is now no parking for visitors at County Hall. However, you can use the Harford Park and Ride free shuttle bus. A parking permit and instructions will be sent to you with your confirmation letter.

Please reply by Friday 24th April, 2009

Complete this slip and return to Jackie Moore, Norfolk School Library Service
County Hall, Martineau Lane, Norwich, NR1 2UA

I wish to reserve place(s) for An Introduction to Running your Primary School Library.

Names(s) of participants:

School/Library Budget code for journal charging

Signed Date

Norfolk School Library Service, Room 039, County Hall, Martineau Lane, Norwich, NR1 2UA

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