

Managing your Primary School Library

A half day course to give an overview of management of a school library
in a First, Primary or Middle school





Ideal for teachers new to running a school library.

This course is suitable for teachers with responsibility for managing their school library. See our separate course ***“Running your School Library”*** for resource assistants, other non-teaching staff and volunteers who look after the library on a day-to-day basis.



Highlights of the course include:



-  Managing the Library.
-  Organising fiction and non-fiction, including cataloguing on computer.
-  Helping children to use the library effectively.
-  Strategies for linking the library with the Curriculum.

The venue:	County Hall
The Date and Time:	Wednesday November 14th, 2001 9.15 a.m. – 12.15 p.m.
The Cost:	£50.00 per participant

For further information, please contact Paul Cunningham on 01603 222265

To reserve a place on this course please complete this slip and return by **31st October, 2001** 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

NORFOLK SCHOOL LIBRARY SERVICE, County Hall, Martineau Lane, Norwich, NR1 2UA
Telephone 01603 222265/222264, FAX 01603 222264, e-mail school.library.service@norfolk.gov.uk