




Running your Primary School Library

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



Highlights of the course include:

-  Care and repair of books.
-  Organising fiction and non-fiction, including cataloguing on computer.
-  Supporting pupils' information needs.



**Ideal for
Classroom/Resource
Assistants new to
running a school
library. Also suitable for
Volunteer helpers.**

This course is for non-teaching staff and volunteers who run the library on a day-to-day basis. Please see our separate course.

"Managing your School Library"
for teaching staff with responsibility for managing the library.

The venue:	County Hall
The Date and Time:	Wednesday October 2nd, 2002 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 **25th September, 2002** to Jackie Moore, Norfolk School Library Service, County Hall, Martineau Lane, Norwich, NR1 2UA

I wish to reserve Place(s) on the **Running 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