## Norfolk School Library Service



## An Introduction to Running your Primary School Library

Afull 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 stock, including a workshop on classifying non-fiction stock
- Helping pupils in the library
- Keeping track of your stock, including computerised systems.

The venue: The Quadrangle Room at the

Archive Centre at CountyHall (parking and free bus service from Harford Park and Ride)

The Date and Time: Thursday October 5th, 2006

 $9.30 \, a.m. - 3.30 \, p.m.$ 

The Cost: E140.00 per delegate

(including lunch) ... or ... E210.00 for two delegates Ideal for
Classroom/Resource
Assistants newto
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 staffand experienced nonteaching staff with responsibility for managing the library.

for further information , please contact Robin Gregory or Reta Jones on 01603 222265

To reserve a place on this source please complete this slip and return by 29th September, 2005 to Jackie Moore, Norfolk School Library Service, County Hall, Maggiegou Lane, Norwick, NRI 2UA

I wish to reserve 💹. Places) on the An Interduction to Bunning your Brime ty School L. bire ty course.

Name(s) of participant ARRAGARARARAR School ARRAGARARARAR

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Date BERERER

School Budge code to be used 風景風景? (the amount of this course will be journalled to your school)