

Dear Parent/Guardian

Your child will be visiting the library soon for an educational visit organised by the Library Service. During the class visit, pupils will learn more about the library and the resources and services we offer. There will also be a chance for them to borrow books if they are a member and have a library card with them.

This is an ideal opportunity for children to become library members if they are not already. Library membership is free for everyone and provides access to all our services, including internet access using library computers:

- We have books for all ages, including picture books to share, stories, and information books to help with homework, hobbies or interests.
- Books are loaned for three weeks and can be renewed if no one else requires them. There are no late charges on children's books returned overdue.
- The online eLibrary provides free books, audiobooks, comics and magazines to download to your device, plus access to eInformation sites for homework help.

**a) If your child already has a library card and uses it regularly, please ensure they bring it on their visit.**

**b) If your child has a library card but hasn't used it for over two years or the card is lost, it may no longer be active so please complete the form below.**

**c) If you would like your child to join the library as a new member, please complete the form below with their details and your signature.**

The details submitted below will be kept confidential and are used only for the purposes of library membership registration. By providing an email address, you consent for us to send you alerts when your books are due back and when reservations are available. If you have any queries, please contact the library.

Yours faithfully,  
Russell Allen

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*To be completed by the parent/guardian and given to the class teacher prior to the visit.*

**First name:** .....

**Surname:** .....

**Address:** .....

**Post code:** .....

**Tel. Number:** .....

**Email address:** .....

**I would like to receive the library newsletter with information about upcoming activities and new services (please tick)**

**I do not wish my child to have internet access enabled on their library card (please tick)**

**Date of birth:** .....

**Gender (optional):** .....

**Ethnic origin (optional):** .....

**PIN (choose four digits):** .....

**Parent/guardian signature:** .....

**We are unable to issue a library card without a parent/guardian signature agreeing to take responsibility for all items borrowed.**

Borrower number (library use only):