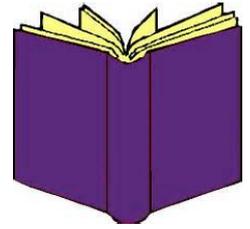


HAREFIELD JUNIOR SCHOOL LIBRARY REOPENS!



Dear Parent/Carer,

It is with great pleasure that Harefield Junior School can now reopen its library. The Friends of Harefield Junior School have worked tirelessly to raise money to buy the books and all members of staff have been involved in organising and selecting the books available. All the children in years 3 to 6 have now been shown how the library works and had a look at some of the reading material on offer. Please be assured that we will have a grand opening in the Autumn term to look forward to.

Below is some important information about the library for parents and carers:

KEY INFORMATION

- Each year-group has one morning or afternoon a week during school and one lunchtime when they can use the library
- Teachers and teaching assistants are able to take classes and groups into the library at any time
- Your child is allowed to borrow one book at any time (a copy of their library card is kept in the library, by their class teacher and is stuck into their reading record book).
- Your child can borrow a book for up to seven days. If they want to renew the book and borrow it for a further seven days, this is fine.

RETURNING BOOKS

Your child can return their book at any time, by simply placing it in the 'returned books' box near the library door. Our year 5 and 6 librarians will then scan the book back into the library. If books are not returned within seven days, the following will happen:

- Reminder 1 - an email is sent to your child's class teacher asking them to remind the child that the book is overdue
- Reminder 2 - if the book still has not been returned after another seven days, a letter is printed off and given to the child
- Final reminder - a letter is sent to parents/carers asking for the book to be returned or payment for a replacement to be made.

REPLACING LOST OR DAMAGED BOOKS

As you know, books are very expensive and all the children know how we expect them to look after the books they borrow. However, if your child loses or damages a book they have borrowed, then we would ask you to contribute towards a replacement. This will allow

the library to maintain a healthy stock of reading material. If you do not want to have to pay for any replacements due to loss or damage, then your child will not be able to borrow books from our library.

LIBRARY ORGANISATION

The books and reading material are organised into different categories:

- Picture books.
- Fiction (all books are in alphabetical order).
- Non-fiction (using the Dewey system used in all Hillingdon public libraries).

ACCESSING THE LIBRARY FROM HOME

We are all very excited about the library and the school has purchased an excellent software package to help us keep track of which books are on loan. Please see the next page of this letter for more information about how you can access this software at home.

ACCESSING THE LIBRARY SOFTWARE AT HOME

The software package we have purchased is called 'Junior Librarian'. To access it, type in the following address:

<http://u016296.microlibrarian.net>

To enable access to Junior Librarian, you may be directed to 'Silverlight' which is a free download. Simply double click the 'Silverlight' icon and follow download instructions. Once loaded, on future visits, you will go directly to the Junior Librarian site.

You will then be directed to the following homepage. Click 'log on' and type in your reader number (your teacher will give this to you). Your reader number is both the username and the password.

If you have difficulty accessing the system then, please go to our school website page and there is an icon saying 'Junior Librarian' which will direct you straight to the following homepage.

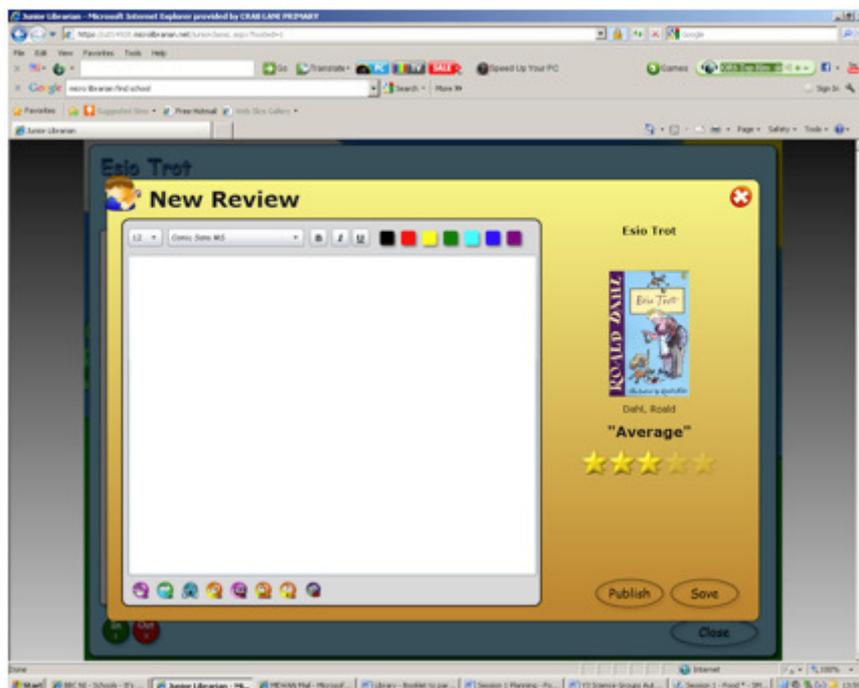


Once you are inside the website you can use the search function at the top of the page. In this example, somebody has searched for 'the wizard of oz'. Our computer system then searches the school library to see if we have that book. Remember you can search by author, title or key word.

If you find a book you like the look of (like Roald Dahl's *Esio Trot* below) you can click on the green circle and reserve it.



If you click on the pink button, it lets you write a review of the book, so whenever you bring a book back, make sure you let everybody else know what you thought of it!



Don't worry if you do not have the internet at home. You can access the website in school or simply browse the library to find the perfect book to borrow!

We hope that all children will enjoy the benefits of our new school library. Any questions or queries regarding the new library, please speak to Miss Baines or Mrs Jenkins.

Yours sincerely,

Mr Dodd
Headteacher