

## School visit to the Norfolk and Norwich Millennium Library

Dear Parent / Guardian

### Did you know?

- Using the library to borrow books and use the computers is free for everyone
- Reading at home makes a big difference to how well children get on at school and after school – children who read more succeed more!
- Everyone who joins the library can borrow up to 15 books at any one time
- There are no charges for late books for children under 5

The library has lots of story books and picture books, and there are loads of other things to enjoy, like books on football, music, and 'how things work' as well as books on TV shows and films, comics and magazines and using the internet for free.

Your child's class is visiting the Norfolk and Norwich Millennium Library, so if your child has a library card and you and the class teacher are happy to let them borrow some books on the day, please make sure they bring it with them.

Books do not have to be returned to the library they are borrowed from. There are 47 libraries in Norfolk plus many mobile libraries, and books can be returned to any of them. Books can also be renewed on line or by phone. To find your nearest library and more details about the library service, please visit:

[http://www.norfolk.gov.uk/Leisure\\_and\\_culture/Libraries/Your\\_local\\_library/](http://www.norfolk.gov.uk/Leisure_and_culture/Libraries/Your_local_library/)

If your child hasn't joined the library yet, if their card has been lost, or if their card has not been used for a long time please fill in and return the form below to your child's teacher before their visit to the library, so we can give them a library card on the day and they can borrow some books. Please ensure you complete both sides of the form.

If you prefer, your child can be offered Lite membership, so that a maximum of 2 books can be borrowed at one time.

If you would like to join the whole family, please visit any library, or join online at [www.norfolk.gov.uk/jointhelibrary](http://www.norfolk.gov.uk/jointhelibrary)

**PLEASE TURN OVER FOR OUR JOINING FORM**

Please fill in either **PART ONE** or **PART TWO**

**PART ONE**

My child's name is .....

**I am happy for my child to borrow books from the library and they will take their library card with them**

**PART TWO**

**I am happy for my child to join the library and borrow books**   
**I would prefer Lite membership for my child (2 books max)**

Child's first name: \_\_\_\_\_ Child's last name: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Male  Female

Full name of parent / guardian: \_\_\_\_\_

Parent / guardian's address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Home tel. no: \_\_\_\_\_ email: \_\_\_\_\_

We will contact you if you are about to go overdue, do go overdue or if you have a reservation available for pick up.

Preferred method of contact: email  letter  (Please note that there is a charge for letter notifications).

When providing services we need to keep records about our customers. We keep your personal information securely in line with the Data Protection Act 1998. **Please tick** if you agree to being contacted regarding Norfolk County Council services and activities

**Please tick to say you agree to our conditions of use below:**

I agree to be responsible for all items borrowed on the Norfolk Library and Information Service card issued and to comply with the Conditions of Use. I understand that the information that I have provided will be held on the library computer systems.

**I agree to the conditions of use**  **Date**.....

**Or**

**I do not wish my child to borrow books or join the library on the visit**

To help us improve our service, please let us know why

.....