



JAMES GILLESPIE'S HIGH SCHOOL

HEAD TEACHER/CEANNARD : Donald J Macdonald MBA, BSc, SQH

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Dear 1st Year Parent

The School Library Resource Centre (SLRC)

We are fortunate to have a very good library within the school managed by a full time professional librarian. The library is well stocked with materials for reading and research needs of all age groups. We regard it as one of the major resources available to students and we wish to strongly encourage its use. Every student is eligible to become a member of the library. The arrangements outlined below are designed to encourage responsible use of the library and to conserve its resources for the use of all students:

- Pupils are asked to sign a declaration below, promising to be responsible for any loans from the library.
- Parents are asked to indicate their willingness to ensure their child complies with the normal library arrangements.
- Borrowing privileges will be made available to students only when both parts of the agreement below are signed and handed back
- Students can borrow two items of fiction, information books, language audio cassettes etc.
- Items can be borrowed for **TWO** weeks (the date is stamped on the label of each book). This date can be renewed should the item not be needed elsewhere
- If items become overdue, recall notices are issued to and read out by the class form teacher.
- If two notices are ignored by the student, a letter will be sent to you asking you to ensure the immediate return of the book/s or the immediate payment of the cost of replacement
- As a last resort details of overdue books will be listed in the Student Record and may be included in requests for reference.

We look forward to your child enjoying many years of fruitful use of the SLRC. If there are any enquiries about the use of the SLRC please contact Ms. S. Brown, SLRC Co-ordinator.

Yours sincerely

D. J. Macdonald

Mr. D. J. Macdonald
Head Teacher/Ceannard

The School Library Resource Centre

Student's Name **Class**

I have read the letter about library arrangements and will ensure that my child keeps them. I understand that my child is responsible for library books in their care and I will ensure that they will pay for any books they lose.

Signature of Parent **Date**

I agree to the borrowing conditions and I shall be responsible for any loans borrowed in my name

Signature of Student **Date**

Please now sign this form and return it to School Librarian.