



Welcome to Ashlawn School Learning Resources Centre!

May 2011

Dear Student,

When you arrive in September you will have an induction to the Centre sometime during the first half term, usually through your English lessons. I will talk to you then about how to use the Centre, the types of resources we have available and what is expected of you when you come in to use the facilities. You will also be given a Student Handbook during the induction for you to keep and refer to.

To help prepare you for what is expected of you I am including, on the reverse of this letter, a Library Student Contract for you to read through with your parents / guardians. This is a code of conduct, or 'the rules' if you prefer, that we expect you to observe when using the Centre. Once you have read through them and understand what is expected, you and your parent / guardian will need to sign the form.

A second letter is displayed on the website in PDF format explaining about the Biometric fingerprinting system we use in the library for borrowing books, instead of library cards. Below is a consent form for your parent / guardian to sign. Both forms will need to be returned to school as soon as possible marked for the attention of Mrs Mills.

When you come to Ashlawn on your induction day in July you may find you have the opportunity to come in to the Centre and have a look around. If you do you will be very welcome, but if you don't manage to see us then we will look forward to seeing you in September.

I wish you all a very enjoyable summer.

Happy reading!

Mrs Mills

Librarian

Biometric Finger Printing Consent Form

Name of Student _____

Form _____

- I give consent for my son / daughter (named above) to register their finger print in the library using the biometric technology outlined in the accompanying letter.
- I do not want my son / daughter to register their finger print and would like them to have a bar-coded card instead. I understand that the first card issued will be free and that the replacement cost for subsequent cards is currently 50 pence.

Please tick to indicate preference

Signed _____ (Parent / Guardian)

Date _____