Lesley Sim
Information Services Manager

www.westsussex.gov.uk/libraries

Dear Parent/Guardian

Your child will shortly be visiting the library 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 those children who are not yet members to join. Library membership is free for everyone and provides access to all our services:

- Books for all ages, including picture books to share, storybooks 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 eBooks and eMagazines to download to your own device, plus access to eInformation sites for homework enquiries

If your child already has a library card please ensure they bring it on their visit.

If you would like your child to be issued with a new library card, please complete the form below with their details and your signature showing that you will take responsibility for all items they borrow.

The details submitted below will be kept confidentially and are used only for the purposes of registration for membership. By providing an email address you consent for us to send you alerts when your books are due back, when reservations are available and other information about library services.

If you have any queries, please contact the library.

Yours faithfully

Lesley Sim

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

Address: .....

.....

Post code: ..... **Tel. Number:** .....

Email address: .....

Date of birth: ..... **Gender:** Boy Girl

Ethnic Origin (optional): .....

Parent/Guardian signature: .....

We are unable to issue a library card without a parent/guardian signature

Tick here if your child has previously been a library member but the card is lost ☐

Borrower number:
(Library use only) .....