



## Help! I'm a Library Co-ordinator! Library Co-ordinators' Training

Being healthy

Staying Safe

Enjoying and  
achievingMaking a positive  
contributionEconomic  
wellbeing

### Primary

This series of three half-day courses will provide a comprehensive package of training for a new library co-ordinator, or for a library co-ordinator wanting a refresher. The three sessions will take the co-ordinator through the tasks and issues involved in being a library co-ordinator in a primary school, giving them the tools required to both run the library from day to day and to develop the library to meet the needs of their school.

Session 1: Wednesday 19th November (Autumn 2008) - Help! I'm a library co-ordinator!

Topics to be covered will include:

- aims of the school library
- role of the co-ordinator
- policy and planning
- budgets and staffing
- library monitors

Session 2: Tuesday 10th March (2009 Spring Term) - Getting the basics right

Topics to be covered will include:

- library Environment
- book corners
- books etc – choosing, editing, organising
- crash course in the Dewey system
- issue systems and library automation

Session 3: Thursday 18th June 2009 (Summer term) - Shhh? Using the library

Topics to be covered will include:

- reading for enjoyment
- information literacy
- evaluating the library
- the bigger picture

**Delivered by:** Hertfordshire Schools Library Service Simon White, Development Librarian

**Organised by:** Schools Library Service, 01707 281630, [service@herts-sls.org.uk](mailto:service@herts-sls.org.uk)

**Cost:** £65.00 per session or £175.00 for 3 sessions

**Venue:** New Barnfield, Travellers Lane, Hatfield, Herts. AL10 8XG

**Date:** Wednesday 19 November 2008

**Time:** 09:30pm-12:30pm

**Suitable for:** library co-ordinators in primary schools

**Booking:** Audrey Kato, 01707 281630, [audrey.kato@herts-sls.org.uk](mailto:audrey.kato@herts-sls.org.uk)