Dear Educator/Group Leader:

Thank you for scheduling a visit of your class/group to the Jefferson-Madison Regional Library. We welcome you and are glad you are giving your students the opportunity to make use of the materials, programs, and services we have to offer them.

We encourage you to use your visit as an opportunity to insure that all your students have library cards and can borrow materials. You may get cards for your students using these simple guidelines:

• When you schedule your visit, stop by the circulation desk at the branch where the visit will take place and pick up library card applications for the number of students you have.

• Please assist the students as necessary in filling out library card applications, making sure that their name, address, and parent's name are correct. Please also inform the parents that their child is applying for a library card. We also ask that parents contact you if they do not want their child to have a card.

• Return the completed applications to the branch you are visiting at least one week before the scheduled visit.

• At the time of the visit, a staff member will give the students their cards to sign.

lf you have any questions, please feel free to contact your local branch. Thank you once again for introducing your students to the services of the Jefferson-Madison Regional Library.

Sincerely,

Youth Services Department

Jefferson-Madison Regional Library