

PLEASE RETURN FORMS TO:

Children's Librarian
Belleville Public Library and John M. Parrott Art Gallery
254 Pinnacle Street
Belleville
ON K8N 3B1
613-968-6731

TEACHER'S NAME: _____

DATE OF VISIT: _____ **TIME:** _____

SCHOOL: _____

Dear Educator:

As part of your class visit students will be given the opportunity to borrow books. Please send one of the enclosed registration forms home to each child in your class.

We will make new library cards for those who need them and update the records of children who already have cards.

Forms must be completed in full, and be signed in ink by a parent or guardian. Please check all forms to ensure that they are complete and return to the Library for processing.

The library needs five working days to process the forms before your class visit.

Please return completed forms to the Belleville Public Library by _____

Please remind children who already have library cards to bring them on the day of the visit. If they have lost their cards, please ensure their payment of the \$1.00 replacement fee is taped to the form.

Thank you for your interest in bringing your class to our library. We hope you enjoy your visit!



Belleville
Public Library