

Dear Parents and Guardians,

Subject: Exciting Updates to Our Library Procedures

We are delighted to share some wonderful news about our school library! This year, we have made a considerable investment in high-quality resources to inspire and engage our students. To support this, we are introducing new procedures that will help ensure every child enjoys a positive borrowing experience.

From the start of 2026, our library will operate using the Softlink Oliver system, which allows us to manage resources efficiently and provide students with easy access to our growing collection. Library sessions will be timetabled once per week, giving every child the opportunity to explore and borrow books regularly.

About the Oliver System and Parent Responsibilities

The Softlink Oliver system is a behind-the-scenes library management platform used by staff to organise, track, and maintain all school library resources. While students will not use the system directly, Oliver enables staff to scan books in and out, monitor loans, and ensure our collection remains well-managed and up to date.

Parents play an important part in supporting their child's borrowing. We ask families to help ensure library books are:

- Kept in good condition and transported safely between home and school
- Returned on time, so borrowing runs smoothly for all students
- Looked after carefully, as lost or damaged books may require a replacement fee

Working together, we can maintain a positive and engaging library experience for all students while protecting our shared resources.

Borrowing Guidelines:

- Students may borrow up to **three books** at a time.
- The borrowing period is **two weeks**.
- A **library bag is essential** for borrowing. If a student does not have their library bag at school, they will not be able to take books home. (Library bags will be provided by the school.)

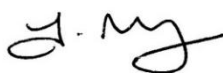
We also ask you to review the attached document, Primary Library Penalties & Replacement Costs, which outlines the steps taken if a book is lost, damaged, or overdue. This helps us maintain our collection for all students to enjoy.

Supporting Reading at Home

We encourage you to take time to read with your child at home. Sharing stories not only builds literacy skills but also creates special moments that foster a lifelong love of reading. Even a few minutes each day can make a meaningful difference.

Thank you for supporting our efforts to inspire strong reading habits. We are excited about the opportunities these updates bring and look forward to seeing our students dive into the world of resources!

Warm regards,



Julie Murray
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