

Name of School _____

Date, _____ 2005

Address _____
Windsor, Ontario

Postal Code _____

Dear Parent,

Good news! Your child's class is scheduled to visit the _____
branch of Windsor Public Library on _____ .

During the visit, students will receive a tour of the library and the opportunity to browse through the Library collections to select materials to read. While there, they can also check out materials to take home. Time will be provided to work on projects using the online catalog and other available information resources. Your child is encouraged to return to the library with you to check out reading materials or to work on projects.

If your child already has a library card, we suggest you make sure they have the card with them on the day of the visit. Without it, they will be unable to borrow materials.

If your child doesn't have a library card, and you would like them to have the opportunity to borrow materials during their class visit, please visit the library *with your child* sometime before the date of the class visit to have a card issued.

For WPL to issue a card, it is important that both parent and child present identification such as a birth certificate or drivers license. The parent must also be able to show proof of address. Both the parent and child must be present to have a library card issued for the child. A list of acceptable forms of identification can be found on the Windsor Public Library website at www.windsorpubliclibrary.com .

If you have questions about obtaining a library card or borrowing materials from the Windsor Public Library, please call 255-6770 and the WPL staff will be happy to answer any questions you may have!

We hope your child has a wonderful and informative visit at the Windsor Public Library!

Thank you!

Teacher's Name _____

School Name _____