



School Libraries in Action

Adventurers' Book Club – Staff Procedure

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Adventurer's Reading Club

"Travel the World of Reading!"

Procedure for staff

The City of Gosnells Libraries Young People's Services Department will be introducing a new reading club for children, *The Adventurer's Reading Club; Travel the World of Reading*, during term 1, 2006.

Staff requirements:

1. There will be two age groups of membership in the reading club.
 - Junior Adventurer's - aged between 4 and 9 years
 - Adventurer's - aged between 10 to 16 years
2. Membership forms will be available to kids visiting the library. Please display the membership application forms both at the desk and in the Young Readers area in the library, as well as any other strategic areas within your particular library you can identify.
3. Children fill in the membership form, get parent/guardian to sign, and hand the form in to staff at the desk
4. Library staff check that the form has been filled in correctly and then hand the child a membership pack. Please keep these packs behind the circulation desk.
5. Please file the membership forms into the container. Once a week these need to be sent through to YPS Thornlie - we will be able to add the details to a membership database.
6. Throughout the term each library will continue to promote the reading club. Displays will also promote the club in each library. A reading club corner will be set up in each library with newsletters, book promotions etc.
7. Please notify YPS when supplied goods are getting low we can keep all libraries well stocked with Reading Club paraphernalia.

From the 2nd of February the teaser promotions can be replaced by the Reading Club promotional posters with all details of the club. Smaller flyers will also be supplied.

Member's requirements:

1. Members then simply read books.
2. As books are read the details are recorded in the reading passport, and signed by parents/guardians to confirm.
3. After each page is completed the member can get that page 'stamped' in the library at the circulation desk. When 'stamped' the child will also receive a reward such as a bookmark, sticker, lolly etc.
4. As the child reads a book they fill in the details in the passport, which is included in the membership pack.
5. When they have filled a page of the passport with details of books read, they will bring it to the library. We will have supplied each library with a sheet of 'stamp' stickers, which will be also kept at the desk. The library staff member simply attaches a 'stamp' sticker to the area on the page titled 'stamp here'. They will also give the child a reward such as a lolly or bookmark etc.
6. When a child brings in a passport that is full, they bring it back to the library where it will be replaced with a new passport.

Each library will be provided with:

- a copy of this procedure
- membership application forms
- membership packs
- 'stamp' stickers
- rewards
- promotional posters and flyers
- new passports



Schools in Action Series

Adventurers' Book Club

Thank you to everyone in advance for your help with this exciting new programme!