

Date: 8.9.2023  
Reference: My Library Card

Dear Parent / Carer,

Encouraging children to read for pleasure is a key part of their school journey and research shows that reading for pleasure plays a significant role in improving children's life chances and opportunities.

To support all children in South Gloucestershire to develop a love of reading and have free access to books, South Gloucestershire Libraries are working with all primary schools in South Gloucestershire to give every primary school aged child a library card. Each year, children in Reception and Year 6 classes will be automatically registered with the library service and given a library card.

**It's free to use the library, borrow books and come to activities. There are no charges for books returned late, lost or damaged on children's cards and you can still use the library.**

In October / November, your child will be registered to use the library and will be given a library card at school for them to take home without you needing to do anything. If your child already has a library card, either keep hold of it and continue to enjoy using it or hand it in when you next visit the library, the choice is yours.

We take our use of data very seriously and have carried out a full data protection assessment of this project, if you wish to see the Privacy Impact Assessment and the Legitimate Interest Assessment, please go to [www.southglos.gov.uk/mylibrarycard](http://www.southglos.gov.uk/mylibrarycard). The data (your child's name, address, age, school and gender) will only be shared within the Library Service. Only your child's name and school will be shared with the company we are using to print the cards.

If you do NOT want your child to have a library card, please email [libraries@southglos.gov.uk](mailto:libraries@southglos.gov.uk) phone 01454 868006 or visit any South Gloucestershire Library and let a staff member know by **13 October**.

If you want to know more about library services for families, or have any questions about your child's library card, please visit any South Gloucestershire Library, email [libraries@southglos.gov.uk](mailto:libraries@southglos.gov.uk), phone 01454 868006 or go to [www.southglos.gov.uk/libraries](http://www.southglos.gov.uk/libraries).

We look forward to welcoming you and your family to the library.

Yours faithfully,

South Gloucestershire Libraries