

Nellie K. Parker School  
Library Media Center  
261 Maple Hill Drive  
Hackensack, New Jersey 07601

October 31, 2011

Dear Parents/Guardians,

Welcome! My name is Terri Lampley, I am the new Library Media Specialist at the Nellie K. Parker School. It is my pleasure to serve as the Library Media Specialist and it is a privilege to be part of the faculty and staff to help our students become successful!

This month, the Library Media Center will begin automation of the book collection at Nellie K. Parker School. This means that each book title must be accounted for and entered in to a database system. After the automation process has been completed, users will be able to access books online via search, i.e. title, author, subject, or keyword. Automation is an extensive undertaking and I am requesting parents to volunteer to help with this process. If you are interested in volunteering, please complete the bottom portion of this letter and return it to my mailbox in the main office.

Meanwhile, students will not be allowed to check out books until further notice. However, the children will come to the Library Media Center for 40 minutes once a week; a story will be read along with a lesson activity will follow. If you have any questions or concerns, please feel free to contact me. My email address is [t.lampley@hackensackschools.org](mailto:t.lampley@hackensackschools.org) or you can call me at 201.646.8009.

Thank you,

*Terri Lampley*

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**Library Media Center Volunteer:**

We will be in dire need of volunteers from September 2011 – June 2012

Child's Name \_\_\_\_\_

Parent's Name \_\_\_\_\_

Teacher/Grade \_\_\_\_\_

Please indicate days available: Mon. \_\_\_\_, Tues. \_\_\_\_, Wed. \_\_\_\_, Thus. \_\_\_\_, Fri. \_\_\_\_