



## PARENT TEACHER ASSOCIATION 蒙特梭利國際學校家長教師會

### LIBRARY VOLUNTEER ORIENTATION

Dear Parents,

Greetings from the Aldrich Bay Library! I hope everyone has had a great start to the year.

Our IMS libraries are supported by parent volunteers in different ways and we're asking that parents join us again this year! We would like to remind you that the Library Orientation will take place on **Wednesday 14 September, 8:30 - 9:30am at Aldrich Bay Campus**. Please find below benefits of becoming a Library Volunteer and details of the Library Orientation.

Please also note that from October half term onwards, regular library volunteers will need to complete a short online Child Safeguarding course, which will be provided by IMS.

In order to access the campus, you will need to:

- Fulfil the Vaccination Pass Requirements using the Leave Home Safe App
- Complete the [Health Declaration Form](#) for visitors
- Conduct the RAT before arriving to the campus
- Check temperature and sanitise your hands at the front desk
- Complete the sign in/out form at the front desk to record your arrival and departure time, mark down your temperature and to declare your RAT results and health declaration status.

Please refer to our [Health and Safety Protocols](#) document for further details.

#### Why become a Library Volunteer:

- You gain first hand insight into the great range of books available to your children.
- You receive an additional "volunteers" allowance on the number of books you may borrow as a parent (which is in addition to the books that your child borrows).
- You meet other parents and students.
- The volunteer hours are flexible (even if you only have 1 hour a month to spare).
- It is a great way to feel a part of the school community and last but not least, your child LOVES knowing that you are at the school helping out!

#### Library Orientation will cover:

- Library operations and programmes (Book week and Birthday Book Programme).
- The role of library volunteers and resourcing requirements.
- Basic overview of check out procedure (minimal training required and will mostly happen on the job).
- Q&A

Please sign-up for the orientation here:

[Library Volunteer Orientation - Sign Up Form](#)

For those who have volunteered in the past, we still encourage your attendance to meet others, share your experiences and any suggestions to our librarian and the co-ordinators.

For new volunteers who are unable to attend this orientation, if you have not already, please email your campus co-ordinator with the following details:

Child's name and Class  
Contact number  
How often available  
Preferred day and time

#### Library Coordination Contact Details:

Aldrich Bay Campus  
email address: [pta-library.ab@ims.edu.hk](mailto:pta-library.ab@ims.edu.hk)

Librarian Contact Details  
School Librarian: Coco Liu  
email address: [coco.liu@ims.edu.hk](mailto:coco.liu@ims.edu.hk)

If you would like to get involved in other PTA events and initiatives, please complete this form:

[I would like to get involved now!](#)

Best Regards,  
Coco & IMS PTA

