

Dear school staff

As part of our commitment to inspire a love of gardening and garden science, the library at RHS Harlow Carr is running a pilot Book Bag scheme with visiting schools.

Designed to complement the workshop your class takes part in at the Gardens, you can borrow a bag of books to help enhance and continue the learning process back in the classroom.

Each bag will contain a range of information and story books, selected by RHS Librarians, in consultation with the Education team.

How the scheme works:

**Step 1**

Choose your Book Bag to coincide with your workshop:

- *How Does Your Garden Grow*
- *Incredible Edibles*
- *Woodland Explorers*

**Step 2**

Complete the registration form and return it to us by email or post

**Step 3**

Collect your Book Bag from us before or during your visit

Keep the Book Bag for up to 8 weeks

There is no charge for borrowing the materials, and we don't charge for lost or damaged books

**Step 4**

Return the books to the library or drop them off at the Garden entrance.

Complete the feedback form enclosed with the books. Your feedback is important to us and will help us to improve the service we offer.

For further information, please contact a member of the Harlow Carr library team.

If you are ready to go, please complete the attached form and return it to us!

Thank you.

*RHS Harlow Carr Library*

e: schoolsharlowcarr@rhs.org.uk

# Book Bag Registration Form

Please complete this form with your details and email to [schoolsharlowcarr@rhs.org.uk](mailto:schoolsharlowcarr@rhs.org.uk) so we can register your details for borrowing a Book Bag.

Dr Mr Mrs Ms Miss Other (please specify)	
Surname:	First name:
School Name:	
School Address:	
Telephone number:	
Email address:	
<p>General Data Protection Regulation(GDPR): the information you provide to us will be added to our Library database to allow us to administer your account. Data will not be shared with any third parties, and will be held securely by the RHS Libraries under GDPR compliance. The RHS Privacy Statement is available on our website: <a href="https://www.rhs.org.uk/privacy">https://www.rhs.org.uk/privacy</a></p>	
Which Book Bag would you like to borrow (please tick):	<input type="checkbox"/> How Does Your Garden Grow? <input type="checkbox"/> Woodland Explorers <input type="checkbox"/> Incredible Edibles
<p><b>Library staff use only</b></p> <p>Borrower type:</p> <p>Date of workshop:</p> <p>Date book bag collected:</p> <p>Date book bag to be returned:</p> <p>Number of items in book bag: (Attach book list to the form)</p>	