

The Library Lowdown

Library Classes

Destination Book Fair!

Destination Book Fair, Read Around the World will be here Thursday! We will host a Preview Breakfast for Teachers Thursday morning where they will choose titles to place in their Wishlist Baskets. These are the books they would like to have donated to their classroom libraries; the process is simple. Choose a book from your child's teacher's basket and bring it to the cashier's table when you are ready to make your purchases. The cost of the book will be added to your total

(minus tax) and you will be asked to fill out a book plate to go in the front of the book you are donating.

Thursday from 2:30 until 4:00 will be our special Family Event. There will be special drawings for free books every fifteen minutes along with refreshments. Those attending will have their first choice at the books we offer! We will be open until 6:00 on Thursday, so those who pick up later from Extracare, this is your opportunity

to shop the Fair with your children. Students will be visiting the Fair during the day Thursday to complete their own wish lists.

If you are unable to visit the Book Fair with your children, feel free to complete the order form on the brochure going home in today's folder and send it along with a check for the proper amount. Please make sure you include tax (9.25 %). I will select the chosen books and send them home with your child.

We will be sharing books and book talks from the Scholastic Book Fair this week in library classes. The Upper School students are also setting up accounts on our newest online learning tool, NoodleTools. This site will enable the students to do their bibliographies for research projects and to take notes on their notecards online. It should be a very helpful tool for students. It can be accessed at:

Www.noodletools.com

Our school user name is stann and the password to get into our account is eagles. Students then use their YPP user names and their technology passwords to access their own lists.

Book Fair Hours

Thursday: 2:30—6:00

Friday: 2:30—5:00

Saturday: 6:00—7:00

Sunday: 9:30—1:00

Monday: 2:30—4:00

The Fair will be open after school and after all Masses this weekend. Please note the late day will be Thursday; I will have to close at 5:00 on Friday to get to the Relay for Life event.



Inside Story Headline

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of



Caption describing picture or graphic.

distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calen-

dar of upcoming events or a special offer that promotes a new product.

You can also research articles or find “filler” articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your news-

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This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make pre-

“To catch the reader's attention, place an interesting sentence or quote from the story here.”

dictions for your customers or clients.

If the newsletter is distributed in-

ternally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president,

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This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you're trying

to convey. Avoid selecting images that appear to be out of context.

Microsoft Publisher includes thousands of clip art images from which you can choose and import into your newslet-



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Once you have chosen an image, place it close to the article. Be sure to place the caption of the

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St. Ann School

Primary Business Address

Your Address Line 2

Your Address Line 3

Phone: 555-555-5555

Fax: 555-555-5555

E-mail:



**Your business tag line
here.**



Organization

This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.

It would also be useful to include a contact name for readers who want more information about the organization.

Back Page Story Headline

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you've received since the last edition or you can

summarize some generic questions that are frequently asked about your organization.

A listing of names and titles of managers in your organization is a good way to give your newsletter a personal touch. If your organization is small, you may want to list the names of all employees.

If you have any prices of standard products or

services, you can include a listing of those here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark their calendars for a regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a biannual charity auction.

If space is available, this is a good place to insert a clip art image or some other graphic.



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