

Autumn 2010: Europe Direct Relaunch of its Language Exchange Programme

Dear Linguists and Linguists-To-Be

Since its launch earlier this year the Europe Direct Language Exchange Programme has generated a huge amount of interest. Whilst on the one hand we have been delighted to learn that there are so many budding Polyglots out there, on the other we have found it difficult to cope with the amount of administration involved. We have decided to relaunch the Programme but to modify it a bit in order to make it more of a self-access scheme. Rest assured though we are still going to offer the use of a space within the Information Centre within view of the Library Staff for when you first meet up with your language partner.

If you have already registered with the Language Exchange, please let us know whether you want your form to be included in the new Exchange File. If we don't hear from you by 31st October 2010, we will destroy your contact form, and you will no longer be part of the Language Exchange. Of course, you are welcome to rejoin at a later date!

If you wish to register for the first time simply ask for a form at the Information Centre. Whether you are a new or existing participant please would you take a little time to read below about how the new scheme will operate.

Europe Direct Leeds Language Exchange Programme Terms & Conditions

- *When you complete a registration form for the Exchange Programme, your form will be added to the Exchange File containing the completed forms of all those who have registered for the Exchange Programme.*
- *Anyone who has registered for the Exchange Programme will be permitted to consult and make notes on the contents of the Exchange File in order to find a suitable language partner.*
- *The registration forms will not be vetted; consequently we are unable to give any guarantee as to the veracity of the information submitted on the completed forms or the suitability of any persons who have registered for the Exchange Programme.*
- *Europe Direct Leeds is a project of Leeds Library and Information Service which is itself a part of Leeds City Council. Leeds City Council assumes no liability for any loss or injury incurred through participation in the Exchange Programme.*

- *If you find a suitable language partner, and no longer wish your form to be held in the folder, just let us know, and we'll either destroy it or give it back to you.*
- *During the time your registration form is in the Exchange File you are demonstrating your consent to these Terms & Conditions. At any time, though you can inform us that you wish to leave the Language Exchange Scheme and your registration form will be removed from the Exchange File and returned to you.*
- *Leeds City Council complies with the Data Protection Act 1998. The information you provide on the registration form will only be accessible to other Language Exchange participants. Your information will only be used for the purposes of the Language Exchange Scheme. If your form is still in the Exchange File 12 months after you register, we will contact you and ask if you want to renew your membership in the Language Exchange. If you don't, we will destroy your form.*

Apologies if that sounds a bit legalistic but don't worry we will do whatever we can to make you welcome and to help you find your language partner. We look forward to seeing you.

We will not contact you about the Language Exchange after today, but you can keep up to date with the latest information and events by going to our website at <http://europedirectleeds.org.uk>, or following us on Facebook and Twitter.

**Europe Direct Leeds Team
Central Library
Calverley St
Leeds LS1 3AB**

**tel: 0113 247 8282
email: europedirect@leeds.gov.uk
web: europedirectleeds.org.uk
Facebook: www.facebook.com/europedirectleeds
Twitter: @europedirect**