SUMMER PROGRAMS REQUEST FOR LIBRARY CLASSES

**************Return to Reference Librarians***************

Program ___________ Date of Request ____________

Person Making Request: _______________________________

Email: ___________________
Phone: ___________________

Person Teaching Class (if different from above)

Email: ___________________
Phone: ___________________

Date and time class is needed: _______________________ (NOTE: classes must be scheduled between 9 a.m. and 4 p.m., Mon.-Fri.)

Number of students: _______________

Age/Grade Level: _______________

Are the students eligible to borrow books? _______________

Please describe what the class assignment is and what types of library resources you would like them to use.

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The section is completed by the librarian taking the application:

Make sure the classroom is available and book it. Or, inform the teacher that the room is not available.

Give completed form to the librarian who will teach the class (if different from the lib. taking the application). Ringers should call a ref. librarian to come to the desk if possible to make arrangements with the instructor. If nobody is available, please schedule the classroom, complete the form, and give the completed form to Kathy or Mark.