

Library Class Visit Form

This form may be attached to an email request, dropped off at the library, or put in Maile's mailbox in the office. The schedule is filled in order of requests made.

**Substitutes are not allowed to bring classes to the library.

For Library Use

Entered on Calendar:

Teacher Name: _____ Student's Grade: _____

Room Number: _____ Phone Ext.: _____ Course: _____

1. Which Periods would you like to bring your classes to the library?

Per. 1 Per. 2 Per. 3 Per. 4 Per. 5 Period 6

2. If your project is going to take more than one day, indicate multiple days below:

Date(s) Requested: _____

If your requested date(s) are not available, are there other dates that will work for you?

3. Briefly describe project or assignment: (research, making a presentation, ??).
Or, you can let me know here that you would like some help developing the assignment).

If students are doing research, what is the topic?

4. Would you like us to provide a list of related Internet sites? Yes No

Do you have sites already selected, and would like us to post them online as links for your students? Yes No (if yes, please list, attach or send in email)

5. Is there any specific software you would like your students to use?

6. Are there any special instructions or needs for your visit, such as having an LCD projector set up, speakers, etc?

*** Please attach a copy of any helpful materials, such as assignment sheets, instructions, or website locations your students will be using for this assignment.