Schedule a Library Visit or Research Instruction

Library Visit Request Form

Please fill out the form below to schedule a special visit to the Children's Department for your group or students at a time when a librarian can provide a guided visit or research instruction. We appreciate at least two weeks advance notice. (If arranging for research instruction, please read our Information for Teachers [1])

Please complete the form and submit by clicking on the "Send" button at the bottom of the form.

(You must complete fields marked with *)

Teacher/Contact Name: *

Name of Group/School: *

School Phone Number: *

Home Phone Number:

Email Address: *

Students' Age/Grade Level: *

Number of Students: *

Day(s) of the Week Preferred: *

Time of Day Preferred (if you are requesting research instruction, please allow at least 1 1/2 hours): *

Dates (if any) Preferred:

Please indicate if you would like to include any of the following as part of your visit. *

Film

Story

Checkout

If you would like your group to check out books at the end of the visit, please make sure students apply for library cards in advance.

If you are requesting Research Instruction, in what area will your students be doing research?
Upon confirmation, we will ask you for each student's specific research topic, if known in advance of library visit.

Do you have any other special requests or require any special accomodations?

What type of confirmation do you prefer? *

E-mail

Telephone/Voicemail

Additional comments:
Thank you for using our online request form. When you click on "send", a Children's Librarian will receive your information and contact you within the next few days. If you have any immediate questions, please call MCPL Children's Services at 349-3100.

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Updated February 23, 2012

- [2]
- [3]
- [4]

Links:
[1] http://mcpl.info/childrens/library-research-instruction-information-teachers
[2] http://mcpl.info/print/printpdf/childrens/schedule-library-visit-or-research-instruction?quicktabs_search_tabs=1
[3] http://mcpl.info/printmail/printpdf/childrens/schedule-library-visit-or-research-instruction?quicktabs_search_tabs=1
[4] http://mcpl.info/printpdf/printpdf/childrens/schedule-library-visit-or-research-instruction?quicktabs_search_tabs=1