

## CLASS VISIT RESERVATION FORM

Instructor Contact: \_\_\_\_\_

School: \_\_\_\_\_

Grade Level(s) Taught: \_\_\_\_\_

Preferred Dates and times:

\_\_\_\_\_

Classes will **only** be scheduled on **Mondays and Wednesdays** during library open hours. Please list at least 3 preferred dates for your class visit. You will be notified within a week of the date and time you are scheduled. We will also notify you if we cannot schedule your class on any of your preferred dates and provide you with the opportunity to present alternative dates.

Program options (please check one or more choice)

Tour \_\_\_\_ Story \_\_\_\_ Library Orientation \_\_\_\_ Use of the Online Catalog \_\_\_\_  
Database Searching \_\_\_\_ Library Research \_\_\_\_ Other

(Specify) \_\_\_\_\_

Application forms? (please check) no \_\_\_\_ yes \_\_\_\_ If yes, how many: \_\_\_\_

Indicate if you would like staff from the library to come to your faculty meeting \_\_\_\_, classroom \_\_\_\_, school assembly, or parent night \_\_\_\_. Please list 3 preferred dates and we will contact you to schedule. \_\_\_\_\_

Please let us know how you would like to be contacted:

Phone (Home) \_\_\_\_\_ Cell # \_\_\_\_\_

E-Mail: \_\_\_\_\_

If you have any questions please call 831 636-4107 and ask for Wendy Kay or Esmeralda Casas. To send by fax dial: 831 636-4099