

LIBRARY RESERVATION FORM

Dates of Instruction	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> 1-2</td> <td style="width: 33%;"><input type="checkbox"/> 7-8</td> <td style="width: 33%;"><input type="checkbox"/> 13-14</td> </tr> <tr> <td>Mods <input type="checkbox"/> 3-4</td> <td><input type="checkbox"/> 9-10</td> <td><input type="checkbox"/> 15-16</td> </tr> <tr> <td><input type="checkbox"/> 5-6</td> <td><input type="checkbox"/> 11-12</td> <td><input type="checkbox"/> 17-18</td> </tr> </table>	<input type="checkbox"/> 1-2	<input type="checkbox"/> 7-8	<input type="checkbox"/> 13-14	Mods <input type="checkbox"/> 3-4	<input type="checkbox"/> 9-10	<input type="checkbox"/> 15-16	<input type="checkbox"/> 5-6	<input type="checkbox"/> 11-12	<input type="checkbox"/> 17-18
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<input type="checkbox"/> 5-6	<input type="checkbox"/> 11-12	<input type="checkbox"/> 17-18								
Teacher Name	Department									
Class Name	Year <input type="checkbox"/> Fresh <input type="checkbox"/> Soph <input type="checkbox"/> Jun <input type="checkbox"/> Sr <input type="checkbox"/> Mixed									
# of Students	Level <input type="checkbox"/> AP <input type="checkbox"/> Honors <input type="checkbox"/> Core <input type="checkbox"/> Sp Ed <input type="checkbox"/> Mixed									

Describe the assignment. What will students produce? 	Teacher's lesson plan available? <input type="checkbox"/> Yes (attach) <input type="checkbox"/> No
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SERVICES REQUIRED

<input type="checkbox"/> Computers	<input type="checkbox"/> Reserve books (topics) _____
<input type="checkbox"/> Instruction (topic) _____	Reshelve after date: _____
<input type="checkbox"/> Pathfinder (topic) _____	Checkout preference: <input type="checkbox"/> No checkout <input type="checkbox"/> 2 day <input type="checkbox"/> Overnight <input type="checkbox"/> 2 week

RESEARCH REQUIREMENTS: Students must use at least	RESEARCH RESTRICTIONS: Students may <u>not</u> use
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#	Item	✓	Item
	Books		Books
	Databases		Databases
	Web sites		Web sites
	Primary sources		Primary sources
	Other (specify)		Other (specify)

Who will accompany the class to the Media Center? <input type="checkbox"/> Teacher <input type="checkbox"/> Special Ed Teacher <input type="checkbox"/> ESP <input type="checkbox"/> Substitute Teacher <input type="checkbox"/> Other (specify) _____	Will the class: <input type="checkbox"/> Convene directly in the Media Center <input type="checkbox"/> Meet first in the classroom Expected delay: _____
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Describe any special needs (e.g., seating, audio/video enhancement, instructional techniques, or materials to help meet IEP requirements)

<input type="checkbox"/> MH	<input type="checkbox"/> GK	Date
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