

LIBRARY ASSIGNMENT/CLASS RESERVATION FORM

TODAY'S DATE _____

*****Please complete this form when you want to reserve library space for groups of students or for your entire class. Please make reservations at least 3 days prior to the visit. See Mrs. Crosswhite or Mrs. Gammill to confirm availability of library.**

TEACHER _____ SUBJECT(S) _____

Date(s) Needed _____ Your Lunch? 1st or 2nd

Period(s) and # of Students per Period _____

What is the assignment? (What must your students do?) Attach Lesson Plan if possible.

What information is needed to complete the assignment? (What are your students looking for?) GIVE DETAILS.

What resources do you want your students to use and/or will be helpful to your students? Where will your students look for the information they need?

_____ ONLINE DATABASES

_____ REFERENCE BOOKS

_____ NON-FICTION BOOKS

_____ FICTION BOOKS

I WILL NEED THE LIBRARIANS TO ***

_____ REVIEW and/or RECOMMEND ONLINE DATABASES

_____ REVIEW and/or RECOMMEND PRINT REFERENCE RESOURCES

_____ REVIEW DESKTOP PUBLISHING APPLICATIONS (Power Point, Tri-Folds, Fliers, etc.)

PLEASE CHECK ALL THAT APPLY:

_____ Students may check out non-reference books at any time during this assignment.

_____ Students may begin checking out resources on reserve on _____ (Date).