

Faculty Library/Lab Request Form

To request time for your students' use in the library, Math, or English lab, please fill out this form and submit it to the librarian (emailing it in is fine!)

Please circle the time for which you would like to reserve the lab for and the reason you are reserving the lab.

This will help the librarian be better prepared to help your students.

Then check the lab calendar page (on school website: teacher library page- to ensure that your class is signed up for the time you have requested – email the librarian with any questions.

Days of week: Monday, Tuesday, Wednesday, Thursday, or Friday

Options:

(Please circle or highlight)

1st period (full)

1st period (first 45 minute block)

1st period (second 45 minute block)

2nd period (full)

2nd period (first 45 minute block)

2nd period (second 45 minute block)

Lunch

3rd period (full)

3rd period (first 45 minute block)

3rd period (second 45 minute block)

4th period (full)

4th period (first 45 minute block)

4th period (second 45 minute block)

Options:

(Please circle or highlight)

What are you hoping to utilize in the library?

The Library lab

Time for Math Lab

Time for English Lab

Books for Sustained Silent reading

Resources for research assignments

Resources for book reports

Space/ computers for testing

General library time

Club Meetings-- fill in name of club here:

Other - Fill in here:
