

# Homewood Public Library

## Class Visit Request

To be filled out by the teacher before faxing or phoning.

1. Date of proposed visit \_\_\_\_\_

2. (check one) Class Visiting Library \_\_\_\_\_ Librarian Visiting Class \_\_\_\_\_

3. Time: From \_\_\_\_\_ To \_\_\_\_\_

4. School \_\_\_\_\_ Telephone \_\_\_\_\_

5. Teacher's name \_\_\_\_\_ Grade \_\_\_\_\_

6. Number of Students Visiting \_\_\_\_\_

7. What does the teacher want the class to learn or research on this visit?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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(Staff Only)

Assigned to: \_\_\_\_\_ Meeting Room: \_\_\_\_\_

Items Needed: \_\_\_\_\_