

Part I. Contact Information

Contact Name: Contact Phone:

Contact E-mail:

Library System:

Library System Director

Part II. Training Details: Location, Dates, and Number of Staff

Location of Training
(Library Branch Name &
Address):

*Note: All requests for training should be made one month in advance.

Training Date Option 1:

Training Date Option 2:

Number of staff to be trained (estimate, if unsure):

Amount of time allotted for training: 1 hour 2 hours 1/2 Day Full Day

Comments:

Part III. Check the training topics you are requesting MLC staff to train on:

- MAGNOLIA Trustee Training Story Time Talking Book Services
 E-Books Customer Service Friends of the Library Other (note in comments)

Additional Comments:

Part IV. Equipment: Check the equipment that you have available for use at your library.

- Laptop
 Projector
 Speakers
 E-Readers (only for E-Book Trainings)

Other/Additional Comments: