

# MLC Staff Training Request Form

## 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: