

MLC Staff Training Request Form

All requests must be approved by the Library System Director

Part I. Contact Information

Contact Name:	<input type="text"/>	Contact Phone:	<input type="text"/>
Contact E-mail:	<input type="text"/>		
Library System:	<input type="text"/>		
Library System Director	<input type="text"/>		

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:

<input type="checkbox"/> MAGNOLIA	<input type="checkbox"/> Trustee Training	<input type="checkbox"/> Programming	<input type="checkbox"/> PR/Marketing
<input type="checkbox"/> Makerspaces/STEM	<input type="checkbox"/> Customer Service	<input type="checkbox"/> Friends of the Library	<input type="checkbox"/> Talking Book Services
			<input type="checkbox"/> 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: