

Class Visit Request Form

Dear Educators:

The library embraces its role as a secondary support for academics: supplementing school resources and hosting class visits when possible. We want each student's orientation and experience with the library to be a positive one. A successful class visit can be achieved with effective communication and advanced planning between the educator and the appropriate library staff. With consideration for all of our library patrons in mind, some hours may be unavailable for class visits due to limited space or staffing.

Please fill out the following form to request a class visit. Please mail, fax or drop off the completed form to the library at least **4 weeks** in advance. Once the form is received you will be contacted with a confirmation.

Educator's Name: _____

Educator's e-mail: _____

School: _____

School Phone: _____ Best time to call: _____

Grade: _____ Number of students: _____

Please list, in order of preference, three possible dates and times that you would like to visit the library:

Date/Time

① _____ / _____

② _____ / _____

③ _____ / _____

Please indicate below the purpose for your library visit (e.g. library card registration, research for class assignment, story time, booktalks, etc.) and any additional comments.

The Cliffside Park Free Public Library
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