



PROGRAM/TOUR REQUEST FORM

Location of Visit:

\_\_\_ Main Library \_\_\_ Bolivar \_\_\_ Strasburg \_\_\_ Sugarcreek \_\_\_ Tuscarawas \_\_\_ Your Location

Organization: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Alternative contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Requested date of program: \_\_\_\_\_ Requested time: \_\_\_\_\_

Number attending: \_\_\_\_\_ Age/Grade if applicable: \_\_\_\_\_

Type of Visit:

- |   |   |
|---|---|
| <input type="checkbox"/> Behind the Scenes Tour   | <input type="checkbox"/> Outreach Visit             |
| <input type="checkbox"/> Book Talk                | <input type="checkbox"/> Research Instruction       |
| <input type="checkbox"/> Craft Activity           | <input type="checkbox"/> Story/Storytelling Program |
| <input type="checkbox"/> Databases                | <input type="checkbox"/> Technology Instruction     |
| <input type="checkbox"/> Digital Collection       | <input type="checkbox"/> Tour                       |
| <input type="checkbox"/> Genealogy Instruction    | <input type="checkbox"/> Special (explain) _____    |
| <input type="checkbox"/> MakerSpace Instruction   | _____   |
| <input type="checkbox"/> Mobile Device Assistance | _____   |

Should the visit focus on a particular topic or subject matter? If so, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there any other special requests for the visit and/or do any of the individuals have special needs that we can work to accommodate? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will the group need library card applications? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will the group be checking out library materials? \_\_\_\_\_ Yes \_\_\_\_\_ No

Two weeks is preferred and one week is required when making request.

Tour/Visit Confirmed by Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you — a staff member will be in contact with you as soon as possible.

You may drop off, email, or fax your completed form to your library. Email: tcplevents@tusclibrary.org or fax to 330-364-8217.