

A+ RESEARCH SKILLS APPOINTMENT REQUEST FORM

- ✓ Please fill out **one form per appointment session, unless scheduling separate appointment dates**. If parents want to schedule one appointment for more than one child please write all the children's names on one form. If parents want to schedule separate appointments for each child then please fill out separate forms for each child.
- ✓ Children age nine and under need to be accompanied by an adult.
- ✓ Appointments are scheduled from Monday through Saturday during library hours and all appointments are held at the Peninsula Center Library not at Malaga Cove Library or Miraleste Library. Appointments last 45 minutes to one hour maximum.
- ✓ All research appointments are free. These are not tutoring or homework help appointments. They are for research assistance in using our online resources, library catalog, searching the Internet, and effective search strategies.
- ✓ Please arrive on time (we can only wait 15 minutes) and call the librarian assigned to your appointment if you are running late or have to cancel.

Today's Date _____ Initials of Librarian Taking Form _____

Circle All That Apply: **Student** **Parent/Teacher** ***Group/Class/Organization**

**Note: If group is ten or more please fill out form and contact YR Manager or Assistant Manager for scheduling your group/class/organization visit. Our Training Lab only has 8 computers.*

Parent/Guardian/Teacher Phone Number/E-mail _____

Participant (s) Name (s)

- ✓ For students, please write age, grade, school.
- ✓ For parents/guardians/teachers please write down your name if you are staying. Teachers please specify grade level.
- ✓ For groups/class/organization please write in name of your school/organization, name of teacher/facilitator, how many children, approximate ages/grade level. No need to write down all names of children if in group over ten, just write how many students and grade level (s).

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

PLEASE FILL OUT PAGE TWO

PAGE TWO

What do you want to learn about? Circle all that apply:

- library online resources
- searching the Internet

- searching the library catalog
- effective research strategies

Special Requests _____

Appointment Choices

Please list three appointment choices from 1st-3rd choice. Please specify the exact date and time. We will try to accommodate your first choice, but depending on library scheduling/staffing, we may need to use your second or third choice. We will give you the exact appointment location when we confirm the appointment within three business days. Please call us right away @ 310-377-9584, ext. 600 if you have to cancel an appointment ahead of time. If you are running late please call the librarian assigned to your appointment since we only have a 15 minute wait grace period.

1st Choice Date: (Month/Day/Year), e.g. Aug. 20, 2011

Date _____ Time _____

2nd Choice Date: (Month/Day/Year)

Date _____ Time _____

3rd Choice Date: (Month/Day/Year)

Date _____ Time _____

LIBRARY STAFF USE ONLY

Librarian Notes _____

Name of Librarian Assigned to Appt _____