MLC Staff Training Request Form

PR/Marketing

Talking Book Services Other (note in comments)

Programming

Friends of the Library

Trustee Training

Customer Service

MAGNOLIA

Makerspaces/STEM

**Part III. Check the training topics you are requesting MLC staff to train on:**

*All requests must be approved by the Library System Director*

Contact E-mail: Library System:

Library System Director

Contact Phone:

Contact Name:

**Part I. Contact Information**

Comments:

Full Day

1/2 Day

2 hours

1 hour

Amount of time allotted for training:

**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):

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: