

# 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):	<input type="text"/>
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\*Note: All requests for training should be made one month in advance.

Training Date Option 1:	<input type="text"/>
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Training Date Option 2:	<input type="text"/>
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Number of staff to be trained (estimate, if unsure):	<input type="text"/>
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Amount of time allotted for training: ☐ 1 hour ☐ 2 hours ☐ 1/2 Day ☐ Full Day

Comments:	<input type="text"/>
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## 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 :	<input type="text"/>
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## Part IV. Equipment: Check the equipment that you have available for use at your library.

<input type="checkbox"/> Laptop
<input type="checkbox"/> Projector
<input type="checkbox"/> Speakers
<input type="checkbox"/> E-Readers (only for E-Book Trainings)

Other/Additional Comments:	<input type="text"/>
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