

# Schedule a Library Visit or Research Instruction

## Library Visit Request Form

Please fill out the form below to schedule a special visit to the Children's Department for your group or students at a time when a librarian can provide a guided visit or research instruction. We appreciate at least two weeks advance notice. (If arranging for research instruction, please read our [Information for Teachers](#).)

Please complete the form and submit by clicking on the "Send" button at the bottom of the form. (You must complete fields marked with \*)

**Teacher/Contact Name \***

**Name of Group/School \***

**School Phone Number \***

**Home Phone Number**

**Email Address \***

**Students' Age/Grade Level \***

**Number of Students \***

**Day(s) of the Week Preferred \***

**Time of Day Preferred (if you are requesting research instruction, please allow at least 1 1/2 hours) \***

**Dates (if any) Preferred**

**Please indicate if you would like to include any of the following as part of your visit. \***

?  
Film

?  
Story

?

## Checkout

If you would like your group to check out books at the end of the visit, please make sure students apply for library cards in advance.

---

### **If you are requesting Research Instruction, in what area will your students be doing research?**

Upon confirmation, we will ask you for each student's specific research topic, if known in advance of library visit.

### **Do you have any other special requests or require any special accomodations?**

### **What type of confirmation do you prefer? \***

?

E-mail

?

Telephone/Voicemail

### **Additional comments**

Thank you for using our online request form. When you click on "send", a Children's Librarian will receive your information and contact you within the next few days. If you have any immediate questions, please call MCPL Children's Services at 349-3100.

Submit

Updated January 9, 2017

---

Links

[1] <https://mcpl.info/children/schedule-library-visit-or-research-instruction>

[2] <https://mcpl.info/children/library-research-instruction-information-teachers>