

# Request for Tour or Research Instruction

Librarians from Adult Services provide general library tours and instruction to adult groups and classes. Tours typically last 45 minutes to an hour.

If your class wants to make use of a program room for instruction, we ask that you require your students to attend and that you allow time for a presentation by our staff.

If you do not want library instruction, but would still like to have space for your group to meet before or after the tour, please contact Library Administration for available meeting rooms ..

To schedule a tour for children or young adults, contact those departments directly:

- Children's Tours , 349-3100
- Tours for Teens , 349-3208

**Name: \*** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**E-Mail: \*** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Organization or Institution: \*** \_\_\_\_\_

**What is the course name and level?** \_\_\_\_\_

**Topic of class or tour : \*** \_\_\_\_\_

**Number of students : \*** \_\_\_\_\_

**Is attendance required?**

?  
yes

?  
no

Student attendance is required for library tours that serve schools.

**Please describe the goal of the tour or class assignment :**

**Tour date and time: \*** \_\_\_\_\_

**Tour length:** \_\_\_\_\_

**Library topics you want covered in the tour : \***

?  
Tour of facilities

?  
Library Catalog or how to locate books

?  
Periodicals research

Submit

Updated February 28, 2012



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**Links:**  
[1] <http://mcpl.info/general/meeting-room-setup>  
[2] <http://mcpl.info/chapters/schedule-library-visit-or-research-instruction%20>  
[3] <http://mcpl.info/learn/learn-library-visit-request%20>  
[4] <http://mcpl.info/print/print-subscriptions-request-tour-or-research-instruction>  
[5] <http://mcpl.info/print/print-subscriptions-request-tour-or-research-instruction>  
[6] <http://mcpl.info/print/print-subscriptions-request-tour-or-research-instruction>