

MEDIA CENTER RESERVATION FORM

Teacher: _____ Dept: _____ Rm: _____ Date: _____

Topic of Student Research: _____

Assignment attached _____ Assignment On File _____

Will you share the lab w/ another class? Yes ___ No ___

Need help from Media Staff? No ___ Yes ___ (indicate what you need)

- Internet sites about _____
- Citation Maker, IConn, OPAC, Grolier, SIRS, Encarta
- MS Word PowerPoint Publisher Inspiration Excel
- Pull books about _____ On Reserve until ___/___/___
- Students may check out the books Y ___ N ___

Fill in Class size, Grade/level (1, 2, AP, ESL, etc.) and the Area needed



CL = Lab



LMC = 14 Media Computers



LIB = Main room

DATE #1 ___/___/___

DATE #2 ___/___/___

DATE #3 ___/___/___

A size ___ gr/level ___ area _____	A size ___ gr/level ___ area _____	A size ___ gr/level ___ area _____
B size ___ gr/level ___ area _____	B size ___ gr/level ___ area _____	B size ___ gr/level ___ area _____
C size ___ gr/level ___ area _____	C size ___ gr/level ___ area _____	C size ___ gr/level ___ area _____
D size ___ gr/level ___ area _____	D size ___ gr/level ___ area _____	D size ___ gr/level ___ area _____
E size ___ gr/level ___ area _____	E size ___ gr/level ___ area _____	E size ___ gr/level ___ area _____
F size ___ gr/level ___ area _____	F size ___ gr/level ___ area _____	F size ___ gr/level ___ area _____
G size ___ gr/level ___ area _____	G size ___ gr/level ___ area _____	G size ___ gr/level ___ area _____
H size ___ gr/level ___ area _____	H size ___ gr/level ___ area _____	H size ___ gr/level ___ area _____

To request use of the Media Center,
please fill out the Media Center Reservation Form.

You need to:

1. **Fill in the form** as **completely** as possible.
2. **Email the form** and a **copy of your assignment** to
quish@csdnb.org

We will then:

1. **Check the availability** of the Media Center for the times you request
2. **Get back to you** with a confirmation or
3. **Inform you** of any conflicts.

DO NOT ASSUME that submitting the form means you are signed up.
We need to check availability of the Media Center and we will let you know
when everything is set.

DO NOT WAIT until the last minute to schedule time. We need time to
pull books, find Internet sites or modify presentations for your classes.

DO NOT ASSUME that a phone call takes the place of the online form.
We need the information in writing to avoid misunderstandings,
to make sure your request is logged in the reservation book and to
provide you with the best possible assistance.