

Library/ Media Services Project Planning Sheet

(THIS FORM MUST BE COMPLETED AND TURNED IN AT LEAST TWO DAYS PRIOR TO THE DATE OF NEED)

Teacher _____ Dept. _____ Ext. _____

Co-Teacher _____ Course _____

Grade Level _____

Check the Period(s) of Use:

___ 1 ___ 2 ___ 3 ___ 4 ___ 5 ___ 6 ___ 7 ___ 8 ___ 9 ___ 10 ___ 11 Lunch ___

List the Number of Students in Period(s) of Use:

___ 1 ___ 2 ___ 3 ___ 4 ___ 5 ___ 6 ___ 7 ___ 8 ___ 9 ___ 10 ___ 11

Check the Periods with the Co-Teacher

___ 1 ___ 2 ___ 3 ___ 4 ___ 5 ___ 6 ___ 7 ___ 8 ___ 9 ___ 10 ___ 11

Today's Date: _____ Date(s) Needed: _____

Assignment Title:

Please attach a hand-out describing the project including the grading rubric.

What services would you like the librarians to provide?

Instruction on:

___ Word	___ PowerPoint	___ Electronic Databases
___ Internet Searches	___ Wikis	___ Reference Books
___ Fiction	___ Poetry	___ Accelerated Reader
___ Book Talks	___ Blogs	___ Literary Criticism
___ Publisher	___ Other _____	

___ Book Cart?	Titles or Subjects _____
___ Web Links?	Attach Web Address(es) _____
___ PROJECTOR	

What do you want your students to have as a result of the library visit?

___ Printed Document, Paper	___ Saved Data/Project	
___ Black/White	___ Color	___ H: drive
___ Printed Document, Brochure/Flyer	___ Other _____	___ Flash Drive
___ Black/White	___ Color	

To Be Completed by Library Media Services Staff.

Reading Room	Computers	Librarian Contact
___ Fine Arts	___ Main Reading Room	___ Mrs. Joseph
___ Science	___ Media Reading Room	___ Mrs. Stessl
___ Social Studies	___ Cart of Laptops	
___ Media Conference	___ Main Reading Room (Side)	
___ Career Conference		

Library activity reservation confirmed by: _____ Date: _____