SMITH PUBLIC LIBRARY

OUTREACH SERVICES REQUEST FORM

APPROVED BY THE LIBRARY BOARD JULY 11, 2011

To schedule outreach services, please complete and return this form to the library using one of the following methods: email: libinfo@wylietexas.gov, fax: (972) 516-6270, or mail to Smith Public Library, 300 Country Club Rd., Building 300, Wylie, TX 75098, Attn: Outreach Services Request.

Applicant Information

Name:_____

School/Organization:_____

Daytime Phone:_____ Cell Phone:_____

Fax:_____ Email:_____

Group Information

Is this organization a not-for-profit agency? Yes_____ No_____

Number of participants:_____ If school: Grade level(s):_____

Your requested outreach times:	**Date**	**Time**
First Choice:	_____	_____
Second Choice:	_____	_____

Are there any special requests for your group? Yes_____ No_____

If yes, please explain:

_____

_____

_____

Signature of Applicant:_____ Date:_____

STAFF USE ONLY

Outreach Services confirmed by:_____ Date:_____