

Homewood-Flossmoor High School Library

Project Planner

In order to provide better library service to you and your students, please provide us with the following information as you schedule your library visit(s):

Teacher's Name: _____

Subject Area/Department: _____

Name of Course: _____

Level: **Academic Core** **College Prep** **Honors** **Advanced Placement** **Other**

Grade: **Fr.** **Soph.** **Jr.** **Sr.**

Area of library you will be using: **Front (Computers)** **Back** **Reference**

(Note: For Library Classroom use, see one of the library media specialists.)

Date(s) of your visit: _____

What is the nature of your visit? Briefly describe the assignment your students will be working on.

Are there any specific topics, subjects, or keywords related to the assignment?

When is the assignment due? _____

Do you want any special orientation or presentation of library resources (databases, reference materials, etc.)?

Please provide any handouts you have given students and attach, or forward to one of the library media specialists.

Will your students be using the public library for their research as well as the resources at school? **Y** **N**

If yes, may we forward information about the assignment to the local public libraries? **Y** **N**