

## LIBRARY TOUR / PRESENTATION REQUEST FORM

If you would like to schedule a tour of the Santa Ana Public Library, Newhope Library Learning Center, or a presentation at your school, please complete and fax the following form to (714) 667-8235 or mail to Santa Ana Public Library, 26 Civic Center Dr., Santa Ana, CA 92701, Attn: Tour Request.

Once you have submitted the form, a librarian will contact you to confirm the date and time and to discuss what you would like to cover. Please allow two weeks to make scheduling arrangements before date of visit. A confirmation of your request will be emailed or faxed to you. One request per form.

If you would like your students to register for a library card, please obtain an application form by visiting <http://www.santa-ana.org/library/forms.asp>.

For additional information regarding library tours, please call 714-647-5258.

Teacher / Contact Person: \_\_\_\_\_

School / Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ Cell. Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Number of Students / Adults: \_\_\_\_\_ Grade(s): \_\_\_\_\_

Desired Date: \_\_\_\_\_ Desired Time: \_\_\_\_\_

Tour Location: \_\_\_\_\_ Main Library \_\_\_\_\_ Newhope \_\_\_\_\_ School site Presentation

Bilingual Staffing Needed (Please check one): Spanish \_\_\_\_\_ Vietnamese \_\_\_\_\_

### Types of Tour (Please check all that applies):

- Preschool** (Up to 5 years of age)  
Length of tour is approximately 20 to 30 minutes. Activities may include flannel board stories and music, a walk-through of the library, and presentation of library services.
- Elementary** (Kindergarten – 5<sup>th</sup> Grade)  
Length of tour is approximately 45 minutes. Activities may include presentation on how to take care of books, storytime, a walk-through of the library, youth computer center, and library services.
- Intermediate** (6<sup>th</sup> – 8<sup>th</sup> Grade) / **High School** (9<sup>th</sup> – 12<sup>th</sup> Grade)  
Length of tour is approximately 45 minutes. Activities may include presentation of library programs/services, library collections, bibliographic instructions, a walk-through of the library and youth computer center.
- E.S.L. / Parents / Regular** (Adults)  
Length of tour is approximately 45 minutes. Activities may include tour of the Adult, Youth and Periodicals areas, review of library collection, presentation on library card registration, how to take care of books, and other library services.