

Harlingen Public Library Tour & Outreach Request Form

Please note: Our ability to commit to tours and outreach events is dependent on staff availability.

Name of Group	Today's Date
Contact Person	Phone Number
E-Mail Address	Secondary Phone Number

For Library Tours

Please note: Although tours are conducted primarily on weekday mornings before the library opens, we will try to accommodate your tour request if possible.

Date of Tour: _____

Alternate Date: _____

<u>Time of Tour</u>	<u>Type of Tour</u>	<u>Additional Tour Information</u>
<input type="checkbox"/> 8:30 AM	<input type="checkbox"/> Children's Dept. Tour	# of Children: _____
<input type="checkbox"/> 8:45 AM	<input type="checkbox"/> Library Sectional Tour	# of Adults: _____
<input type="checkbox"/> 9:00 AM	<input type="checkbox"/> Library Informational Tour	Age(s): _____
<input type="checkbox"/> 9:15 AM	<input type="checkbox"/> Library Research Tour	Grade(s): _____
<input type="checkbox"/> 9:30 AM	<input type="checkbox"/> Library Class Tour	
<input type="checkbox"/> OTHER: _____	<input type="checkbox"/> Library Art Tour	

For Outreach Events

Date of Outreach Event: _____ Type/Purpose of Event: _____

Time of Outreach Event: Start Time: _____ End Time: _____

Special Request:

For Library Staff Only

Date Requested: _____ Date Processed: _____ Date Confirmed: _____

Tour will be conducted by: _____

Language: Spanish English Other

Attendance
Children: _____
Young Adults: _____
Adults: _____