

JOETEN-KIYU PUBLIC LIBRARY

P.O. BOX 501092, SAIPAN, MP 96950

PHONE: (670) 235-7322 • FAX (670) 235-7550 • EMAIL saipanlib@cnmilibrary.com

Library Visit/Tour Request Form



Please submit at least 3 business days ahead of desired visit date.

Today's Date: _____

Type of Visit:

- ___ Library Use (visit for use of Library only, no librarian assistance needed)
- ___ Library Tour (visit with introduction to the library collections and Catalog)
- ___ ITC use (visit with group use of computers and Internet)
- ___ Combined use (Tour with program, help with research, etc.) Please explain:

If you have any questions about what types of services we offer please contact the Library at 235-7322.

Name of School or Organization: _____

(optional) Grade Level/Age of Group: _____

Contact Person: _____

Contact Phone and Email (if available): _____

Date of Visit: _____

Time of Visit: _____

Number in Group: _____

Will Library Cards Need to Be Issued? ___ YES ___ NO

<u>For Library Use Only</u> ___ Confirmed ___ Not Confirmed ___ Alternate Time of _____

Area of Interest/Focus of Visit or Materials to be Set Aside:

Signature of Contact Person: _____

Initials of Librarian Providing Service: _____

<u>For Library Use Only</u> Resources: Services: _____ Materials: _____ Space: _____

Please Return Form to the Joeten-Kiyu Public Library, fax to (670) 235-7550 or email completed form to saipanlib@cnmilibrary.com

You will receive a response concerning your request within 3 business days or less.