Northview Library Media Center

Activity Planning Form date*\_\_\_\_\_\_\_\_\_\_\_*

This document must be completed and returned to the Library Media Specialist prior to class’ scheduled visit.

Teacher:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade:\_\_\_\_\_\_

Subject:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of students:\_\_\_\_\_\_

Scheduled date(s) for Media Center visit:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Area reserved:

* Library
* Mobile computer lab
* Video Conferencing

Description of Assignment:

Please attach a copy of your students’ assignment.

Services needed:

* books pulled on a specific topic list topic\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* bibliography prepared on a specific topic list topic\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* library instruction on research strategies list skills needed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* list of suggested internet sites on specific topic list topic\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* internet site bookmarked list URL and name of website\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* assistance with the mobile lab
* help with planning a research project list topic\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* video conference set up
* SMARTBoard set up
* other (explain)

Notes to media center staff: