

Southern Union Conference Office of Education Library Work Study Pilot Program School Work Order Request Form



School Information:		
13750		
School Name and NAD Org ID#	Conference Today's Date	
School Street Address	City, State, and Zip Code	
School Phone # School Principa	l Principal's Email Address	
Library Manager Library Manager's Phone # Library Manager's Email Address		
Student's Supervisor Student's Supervi	so <mark>r Phon</mark> e # Student's Supervisor Email Addr <mark>ess</mark>	
Library Services Selection:		
Services Requested (check all that apply): Total estimated time required for each service:		
Technical Tasks:	Calm	
O Inventory (matching shelved items with online catalog)	minutes, hours, days (circle one)	
o Cataloging	minutes, hours, days (circle one)	
o Adding titles	minutes, hours, days (circle one)	
o Deleting titles	minutes, hours, days (circle one)	
O Book Repair	minutes, hours, days (circle one)	
Physical Tasks:		
o Shelving	minutes, hours, days (circle one)	
o Lifting	minutes, hours, days (circle one)	
o Cleaning	minutes, hours, days (circle one)	
O Boxing/Un-boxing materials	minutes, hours, days (circle one)	
o Other	minutes, hours, days (circle one)	
Explain:		
(Please attach a sheet if more space is need	ad)	

Work Study Program Requirements:

- 1. Submit this completed Work Order Request form to your local conference, Office of Education
- 2. Email a copy to lirsupport@southernunion.com
- 3. Provide a supervisor for the duration of the work
- 4. Provide a detailed, written statement of your library's:
 - Current status
 - Goals
 - How this program will assist in meeting those goals
- 5. Provide detailed, written, instructions for each task to be completed
- 6. Track actual hours worked for each student
- 7. Complete performance reviews for each student upon completion of the work
- 8. Submit completed performance reviews to lirsupport@southernunion.com

Comments and/or additional information:	
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Completed by	Date