

# Southern Union Conference Office of Education

## Library Work Study Pilot Program

### School Work Order Request Form

#### School Information:

School Name and NAD Org ID#	Conference	Today's Date
School Street Address	City, State, and Zip Code	
School Phone #	School Principal	Principal's Email Address
Library Manager	Library Manager's Phone #	Library Manager's Email Address
Student's Supervisor	Student's Supervisor Phone #	Student's Supervisor Email Address

#### Library Services Selection:

Services Requested (check all that apply):

Technical Tasks:

- Inventory (matching shelved items with online catalog)
- Cataloging
  - Adding titles
  - Deleting titles
- Book Repair

Physical Tasks:

- Shelving
- Lifting
- Cleaning
- Boxing/Un-boxing materials
- Other

Total estimated time required for each service:

	_____ minutes, hours, days (circle one)
	_____ minutes, hours, days (circle one)
	_____ minutes, hours, days (circle one)
	_____ minutes, hours, days (circle one)
	_____ minutes, hours, days (circle one)
	_____ minutes, hours, days (circle one)
	_____ minutes, hours, days (circle one)
	_____ minutes, hours, days (circle one)

Explain: \_\_\_\_\_

(Please attach a sheet if more space is needed)

