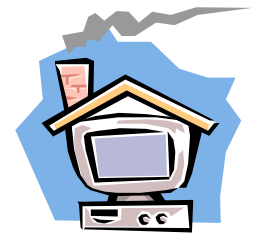




HIGHLANDS REGIONAL LIBRARY COOPERATIVE

Tech Training House Calls Request Form



Name of Library: _____

Name of Person Requesting Class: _____

Phone: _____ Fax: _____

E-mail: _____

Topic of class: _____

Is the application for the class installed on the computers that will be used for training? If yes, what version? * _____

Range of preferred times/dates (please list as many alternatives as possible): _____

Number of terminals available in training area: _____

Number of seats available: _____

Estimated number of students from your library (minimum 5, please): _____

Any special notes or questions for the trainers or HRLC? _____

About Tech Training House Calls:

You provide:

- 5 or more students
- Seats for at least 1-2 students from other regional libraries (more if your training area holds 8 or more students.)
- Computers and area for training
- 3-4 weeks notice

Cost: \$25 per student per half-day class, \$50 per full-day class, \$100 per two-day class.

Limit: 3 classes per library per quarter year

*For some computer applications, a temporary training site license is available. The application will be installed before the class and removed when the class is over.

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