San Francisco Public Library
Main Library
CLASS VISIT CHECKLIST
(for visits from Middle and High Schools)

- ☑ Make an appointment with the Teen Librarian 3-4 weeks before your visit by phoning: 557-4497 or e-mailing: blevine@sfpl.org. At this time, you can discuss class size (no more than 25 students per visit), the subject your students will be researching, if relevant, and the duration of your visit (generally one hour to one and a half hours is best).

- ☑ Discuss your assignment with the Teen Librarian, and fax any assignment sheets to 437-4831 or e-mail blevine@sfpl.org as far in advance as possible (at least one week is preferable).

- ☑ Please remind your students to bring their library cards. For those who don't have cards, obtain application forms from any SF Public Library or at our website http://sfpl.org/services/librarycard.htm. Fill out and return the completed applications to the Teen Librarian at least 2 weeks prior to the visit. This will ensure that new library cards will be ready for your students when you arrive.

- ☑ Before your class visit, please drop by the Main Library to familiarize yourself with our online catalog system and any relevant databases. (Training classes are available if you wish - call 557-4400 or visit our website http://sfpl.org).

- ☑ Our Magazines and Newspapers Center is a great resource. After you have finalized your class visit appointment with the Teen Librarian, if you plan to use periodicals and newspapers as part of your assignment, please contact the 5th Floor Magazines and Newspapers Center at 557-4414 for an appointment to familiarize yourself with the Center's layout and equipment. We recommend that you bring any adults who will be accompanying the class on the day of the visit for this training too.

- ☑ If you will be using the resources of several departments, please remember to check in at the department's reference desk when your class arrives. The department may have gathered materials together for all your students to use.

- ☑ Remind students to bring their assignment sheets and $$ for copying materials! The cost of an ordinary photocopy is 15 cents per page using cash and 10 cents per page with a copy card. Color photocopying is $1.25 per page (copy card only). Microfilm copying is 15 cents per page (copy card only). Printing from computers is 15 cents per page for black & white and 50 cents per page for color (both are copy card only). Copy cards can be purchased for a minimum of $1.00.

We welcome your visit to the library, and hope you and your students have a great time!

Main Teen Center 8/5/08