



# HIGHLANDS REGIONAL LIBRARY COOPERATIVE

## Tech Training House Calls Request Form



Name of Library: \_\_\_\_\_

Name of Person Requesting Class: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

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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 6, please): \_\_\_\_\_

Any special notes or questions for the trainers or HRLC? \_\_\_\_\_

\_\_\_\_\_

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### About Tech Training House Calls:

You provide:

- 6 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: \$30 per student per half-day class, \$55 per full-day class, \$110 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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