



REGISTRATION FORM FALL 2010

From October 12 to December 3, 2010

Two ways to register: by faxing your registration form or by registering online

Register by fax:

613-260-2503 (please call first)

Register Online:

http://www.sols.org/librarydev/training/advanced_excel/registrationform.htm

For more information call Diane at 613-260-2503 or toll-free 1-866-304-7988.

Registration deadline: **Monday, September 20, 2010.**

Please provide the following information:

First Name: _____

Initials: _____

Last Name: _____

Library: _____

Branch: _____

Position Held: CEO __ Branch Head __ Other Library Staff ____ Volunteer ____

Are you an EXCEL graduate? _____

Library Address: _____

Postal Code: _____

Courier Route: _____

Personal address: _____

Postal Code: _____

Telephone: (home) _____

Work: _____

Fax: _____

E-mail: _____

| Select the course or courses you are registering for: \$85.00 + HST \$11.05 = \$96.05 per course | | |
|---|--|--|
| A33. | Developing a Collection Plan - (web-based) | |
| A34. | Policy Writing - (web-based) | |
| A39. | Readers' Advisory Service in the Public Library - (web-based) | |
| A41. | Community Outreach: The Library and its Community - (web-based) | |
| A43. | Space Planning - (web-based) | |

Total course fees: _____

Total HST (13%): _____

Total payment: _____

Method of payment:

- By credit card** (VISA, American Express & Master Card are accepted)
To give your card number, please call: Diane Lozanski, at: 613-260-2503 or toll-free 1-866-304-7988.
- By cheque** payable to: Southern Ontario Library Service -- 111 Peter Street, Suite 902, Toronto, ON M5V 2H1
- Invoice Library** - SOLS will, upon request, invoice the Library for the registration fee.
- Library's credit** - The course fee can be charged against the *Library's Credit* as allowed under the Grant Program Guidelines to [http://www.sols.org/ministryprojects/\\$15MillionInvestment/GrantProgram.htm](http://www.sols.org/ministryprojects/$15MillionInvestment/GrantProgram.htm) of the \$15 Million Investment in Ontario Public Libraries from the Ontario Ministry of Culture.

Receipts:

Do you need a receipt for reimbursement from your Library Board? Yes

Or,

If you are paying for the course yourself, and the library is not reimbursing you, do you need an Income Tax receipt? Yes