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Introduction

Welcome to the Arkansas Adult Education & Literacy Professional Development Catalog. The catalog is a listing of the professional development events that will take place in 2016-17 fiscal year. We hope this booklet will help adult education/literacy practitioners plan their professional development for this year.

The catalog can also be found on the AALRC web site at http://aalrc.org. Your opinions are very important to us. We request that you send us your comments. This web page offers a convenient way for you to E-mail us your comments.
## AALRC Staff

### Who

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>Marsha Taylor</td>
</tr>
<tr>
<td>Professional Development Coordinator</td>
<td>Nancy Loftis</td>
</tr>
<tr>
<td>Receptionist</td>
<td>Alisha McCollum</td>
</tr>
<tr>
<td>Media Coordinator</td>
<td>Klaus Neu</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Toccara Pearson</td>
</tr>
<tr>
<td>Information Technology Specialist*</td>
<td>Rob Pollan</td>
</tr>
<tr>
<td>Disabilities Project Manager*</td>
<td>Patti White</td>
</tr>
</tbody>
</table>

### Address

- **Arkansas Adult Learning Resource Center**
  - 801 S. Louisiana
  - Little Rock, AR 72201

  *Disabilities Project Manager*
  - 804 Madison 3120
  - Huntsville, AR 72740

  *IT Specialist*
  - 2534 S. 34th St.
  - Fort Smith, AR 72903

### Telephone

- **1-800-832-6242**
- **501-907-2490**

  *Disabilities Project Manager*
  - 1-800-569-3539 – TTY/TDD
  - 479-232-5760

  *IT Specialist*
  - 479-649-5830

### Fax

- **501/907-2492**

  *Disabilities Project Manager*
  - 479-232-5760

  *IT Specialist*
  - 479-649-5830

### Homepage

- **http://aalrc.org**
## Registration Information

<table>
<thead>
<tr>
<th>Registration</th>
<th>• We use an online registration system escWorks®. The Shoebox service allows participants to maintain a history of the courses they have taken. There is a personal transcript feature that allows the user to track credits earned from other organizations. The Website is <a href="http://www.escweb.net/ar%5Fesc/">http://www.escweb.net/ar%5Fesc/</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirmation</td>
<td>• As soon at you register online, you will receive a confirmation of registration.</td>
</tr>
</tbody>
</table>
| Cancellation | • Cancellations must be made online through escweb if participants cannot attend a workshop.  
• If an event is canceled by the AALRC, participants will be notified by phone, fax, or e-mail. |
| Waiting Lists | • Escweb will create a waiting list for the AALRC of full workshops. |
| Materials | • Materials needed for professional development activities will be provided unless otherwise stated. |
| Special Needs | • Please contact the AALRC with any special needs you may have. This includes any dietary needs! |
| Cost | • Events in this catalog are open to adult education/literacy staff paid with state adult education funds with no registration fee, unless otherwise stated.  
• Literacy Councils that do NOT receive adult education funding through the Department of Career Education, Adult Education Division, will NOT be reimbursed for their travel expenses, but may attend workshops at no cost. |
## Professional Development Operational Guidelines

<table>
<thead>
<tr>
<th>Attendees:</th>
<th>• Anyone working in an adult education or literacy council in Arkansas is eligible for participation in professional development activities sponsored by the AALRC.</th>
</tr>
</thead>
</table>
| Messages & Telephones | • Participants will be interrupted during training for emergencies only.  
• Please turn off (or put in vibrate mode) cell phone while meetings are in session. |
| Travel              | • Travel reimbursement will be paid according to state adult education travel guidelines.  
• Literacy Councils that receive adult education funds and do not have staff paid with those funds will be eligible for one staff person to be reimbursed travel.  
• Literacy Councils that do NOT receive adult education funding through the Department of Career Education, Adult Education Division, will NOT be reimbursed for their travel expenses.  
• AmeriCorps are NOT eligible for reimbursement through the AALRC. |
| Meals               | • Participants will be reimbursed according to state adult education travel guidelines. |
AERIS For Teachers Regional Workshops
This training will include how to identify the needs of adult learners and their motivations for returning to school, and the four critical elements of learning. It will also include how to use data reports to highlight data quality problems and promote program improvement and how to interpret classroom data using the National Reporting System (NRS) tables. It will also connect instructional practices to overall program and state performance, apply concepts of data analysis for program improvement and assess student performance by demographic levels. This training will give teachers a better understanding of how data can be used in AERIS to help adult education programs meet state and federal goals.

August 12
Northeast – ASU Beebe - Searcy — Session ID: 294173

August 12
Northwest - Crawford County Adult Education — Session ID: 294174

August 19
Southeast - ASU Midsouth – West Memphis – Session ID: 294175

August 19
Southwest – SAU Tech – Magnolia – Session ID: 294176

September 16
Central - AALRC – Little Rock — Session ID: 294180
Registration has begun for all of these workshops.

August 18
Diversity Awareness
This workshop will provide Diversity Awareness in the areas of LGBT and culture to help adult educators and staff better serve their students and the community. This will fulfill the state requirement of diversity awareness training.
Session ID: 295446 - Registration has begun.

August 31
Serving as a Career Development Facilitator in Adult Education & Literacy Council Programs
This workshop will provide information regarding CDFs role including how to effectively assist students in developing a career pathway. There will be discussion and information shared about career assessments, goal setting employability training, work life balance, and case management. Several career development resources will be share to assist in the CDF position and a manual will be provided. There will also be an opportunity to network with other CDFs. This is a REQUIRED workshop for all currently trained CDFs.
Session ID: 295448 - Registration has begun.

September 7
New Administrators’ Orientation
This workshop will cover the following topics:
• Mission, history, program policies
• Local Policies through Formal Organizational Chart
• Inventory
• Students through Special Services Offered
• Instruction Provided through What Types of classes are offered
• Teacher Licensure
• Budget through Monthly Expenditure Reports
• Reporting Program Information
• National Reporting System
• Assessment through GED Tests ®
• Personnel through Mentor Qualifications
• Recruitment through Program Review
• AALRC
• Travel Policy
• Tuition Reimbursement
• Screenings through Learning Styles Inventories
• Learning Disabilities

Session ID: Registration is by invitation only

September 8

GED Examiners’ Annual Training
This is the annual required training for GED® examiners and others who are involved in GED Testing and GED Ready testing. Training will include technical information and issues, policies, and goals. Sessions will include connecting with Adult Education programs, testing accommodations, test center best practices, testing issues and solutions, detention center testing, and GED Testing Service update.

Session ID: 292702 – Registration has begun.
Location: Wyndham Hotel – North Little Rock

September 13

LD 101 for Adult Education and Literacy
This one-day workshop is designed to introduce adult education and literacy providers to basic information about adult students who have or may have learning disabilities. The purpose of the workshop is to disseminate research-based information that targets the provision of effective and appropriate educational services for adults with learning disabilities. Components of the workshop are based on a national training initiative, Bridges to Practice. The training includes information specific to Arkansas Adult Education programs regarding screening adult students for learning disabilities and accessing state resources to obtain learning disabilities diagnoses for adult students when applicable and appropriate.

Session ID: 295452 – Registration will begin 8/15/16.

September 14

AERIS 101
This training will include entering student intake information, basic AERIS navigation, NRS reporting overview, student separations and outcomes, and reports.

Session ID: 295455 – Registration starts 8/15/16.

September 15

AERIS 201 – Data Dives For Program Improvement
This training will include how to promote data quality, research program data
in AERIS, and organize data in a useful manner for program improvement. This is a group project for the director, instructors, and data entry personnel.

**Session ID: 295457** – Registration will begin 8/15/16.

**September 22-23**

**Fall Administrators’ Conference**
This is a mandatory two-day meeting designed for administrators of adult education programs and literacy councils funded with adult education grants. This training will help attendees discover the critical issues and factors that ensure success for administrators of adult education. Topics will include federal and state guidelines, program accountability, examining current documentation processes, strategies for overall program improvement, and opportunities to network and exchange ideas with other administrators.

**Session ID: 295459** – Registration will begin 8/08/16.

Location: Arlington Hotel – Hot Springs

**September 27**

**The Student and You: How to Effectively Serve You Adult Education Students**
This workshop will provide helpful tools and resources that can be used to assist the students served in adult education from start to finish.

**Session ID:** 295469 - Registration will begin 8/22/16.

**September 28**

**Distance Learning**
This workshop will provide a detailed look at the new Distance Education policy for the state. It will prepare new Distance Education instructors to take the DL 101 certification course, and update veteran Distance Education instructors on new policies and platforms.

**Session ID:** 295464 - Registration will begin 8/22/16.

**September 29-30**

**WIOA Partners’ Meeting**
This is a two-day meeting with the state WIOA partners. DWS plans the program with all partners participating in the workshop. The objective is to help all partners to better plan and participate fully in the implementation of the WIOA law. This meeting will take place at Embassy Suites in Little Rock. Registration will be through DWS.

**October 11**

**Leadership Excellence Academy – Session 1**
The Leadership Excellence Academy is a professional development opportunity that will allow participants to explore, adapt, and apply actual leadership concepts and skills specific to their adult education and literacy program. They will have opportunities to formulate and implement approaches to instructional leadership problems and issues and interact with other program managers who face similar challenges.

**Session ID:** To be sent to participants

**October 11**

**Windows 10 Intro – Morning Session**
This workshop will help participants learn the many changes in the Windows 10 version. There will be hands-on activities.

**Session ID:** 295589 – Registration starts 9/12/16.
October 11

**Aztec Learning Essentials – Afternoon Session**
This workshop will help adult educators to use the Aztec Learning Essentials platform more effectively with their students. Participants will have hands-on activities to familiarize them with the software and its capabilities.
Session ID: 295601 – Registration starts 9/12/16.

October 12

**Beginning Excel**
The workshop will cover the basics to learn Excel. It will be hands-on to help participants learn the basics of Excel in order to edit worksheets more productively
Session ID: 295605 – Registration starts 9/12/16.

October 14

**AERIS 101**
This training will include entering student intake information, basic AERIS navigation, NRS reporting overview, student separations and outcomes, and reports.
Session ID: 295472 – Registration starts 9/12/16.

October 18

**LD 201 for Adult Education and Literacy**
This one-day workshop is the follow-up to the LD 101. The purpose of the workshop is to address student- and program-specific problems regarding the effective and appropriate provision of services for adult students with learning disabilities in adult education and literacy programs statewide. The format of the program includes both small and large-group discussions.
Resources will be available to determine appropriate applications of state adult education policies and procedures, as well as to address any specific problems with implementation of LD 101 information. This workshop will also include a presentation about the use of assistive technology with students and how to obtain specific AT devices from the AALRC.
Session ID: 295476 – Registration will begin 9/12/16.

October 21

**AERIS 201 – Data Dives For Program Improvement**
This training will include how to promote data quality, research program data in AERIS, and organize data in a useful manner for program improvement.
This is a group project for the director, instructors, and data entry personnel.
Session ID: 295480 – Registration will begin 9/19/16.

October 28

**Success with Re-entry: How to Successfully Serve the Re-entry Population**
This workshop will provide strategies, tools, and resources that can be used to assist to best serve the re-entry population. The information will give guidance on how to assist those students from start to finish.
Session ID: 295486 – Registration will begin 9/26/16.

November 10

**You Can Help! Assist Your Students with Preparing Their Career Toolbox & Improving Their Workplace Skills**
This workshop will provide helpful tools and resources that can used to assist students with preparing for the workplace. Information will be provided on
resumes, cover letters, reference pages, thank-you letters, interviewing skills, mock interviews, job searching skills, soft skills, work ethics, professionalism and employability skills

**Session ID: 295499** – Registration will begin 10/10/16.

**November 15**

**Integrating Technology with Google products**
This workshop will focus on 1) Exploring integrating technology into the curriculum versus computer aided instruction. 2) Discussing strategies for the classroom. 3) Exploring resources, specifically Google Products, to use to enhance learning with different audiences

**Session ID: 295612** – Registration will begin 10/17/16.

**November 16**

**SMART Board**
We will fully explore the basics of using the Smart Board and Notepad. We will then learn how to use templates and download lessons, tutorials, and interactive games that can be used to enhance classroom participation that will help focus attention on learning.

**Session ID: 295667** - Registration will begin 10/17/16.

**November 16**

**Photo and Graphics Editing**
Learn how to "Photoshop" your pictures and graphics using the free online programs Pixlr. We will work step-by-step on creating graphics and editing photos. Feel free to bring your own photos on memory sticks, CD's, or have them accessible online. Great tool to use for marketing your local adult education program via social media.

Websites:  [http://pixlr.com/editor](http://pixlr.com/editor)

**Session ID: 295670** – Registration starts 10/17/16

**November 18**

**ESL Roundtable – SW Region**
**Location:** UA Cossatot – Nashville Location
This will be a round table discussion for teachers. Topics include: instructional strategies, assessment and placement, academic gains, WIOA’s impact on ESL, Career Pathways for ESL Students, Citizenship, immigration and other current issues.

**Session ID: 295500** – Registration starts 10/17/16.

**DATES TO BE DETERMINED**

**Career Development Facilitator (CDF)**
This course includes in-depth training in the areas of career development in the form of 120 class/instructional hours, provided by a nationally trained and qualified instructor. There will be four days of the course in a face-to-face setting and all other hours will be online instruction. This course requires an application process through the AALRC before registration.

**Session ID: To be sent to participants**

**Face – To – Face Meeting for Career Development Facilitators’ Course**
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Description</th>
<th>Registration Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 10</td>
<td><strong>Beginning Excel</strong></td>
<td>The workshop will cover the basics to learn Excel. It will be hands-on to help participants learn the basics of Excel in order to edit worksheets more productively. Session ID: 295674 – Registration starts 12/5/16.</td>
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<tr>
<td>January 11</td>
<td><strong>Windows 10 Intro – Morning Session</strong></td>
<td>This workshop will help participants learn the many changes in the Windows 10 version. There will be hands-on activities. Session ID: 295677 – Registration starts 12/5/16.</td>
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<tr>
<td>January 11</td>
<td><strong>Computer Lab Best Practices – Afternoon Session</strong></td>
<td>In this workshop you will learn how to get the most out of your lab computers and get them optimally setup for your students. Session ID: 295683 – Registration starts 12/5/16.</td>
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<tr>
<td>January 19</td>
<td><strong>AERIS 101</strong></td>
<td>This training will include entering student intake information, basic AERIS navigation, NRS reporting overview, student separations and outcomes, and reports. Session ID: 295474 – Registration starts 12/5/16.</td>
<td></td>
</tr>
<tr>
<td>January 20</td>
<td><strong>AERIS 201 – Data Dives For Program Improvement</strong></td>
<td>This training will include how to promote data quality, research program data in AERIS, and organize data in a useful manner for program improvement. This is a group project for the director, instructors, and data entry personnel. Session ID: 295481 – Registration will begin 12/5/16.</td>
<td></td>
</tr>
<tr>
<td>February 7</td>
<td><strong>Learning Disabilities Comprehensive (LD Comp) – Session 1</strong></td>
<td>This is an in-depth workshop series that progresses over the course of several months, with a total of four 2-day sessions. The purpose of the training is to provide information and resources for adult education and literacy staff to increase their appropriate and effective services for adult students who have or may have learning disabilities. Session ID: 295506 – Registration will begin 1/2/17.</td>
<td></td>
</tr>
<tr>
<td>February 7</td>
<td><strong>Integrating Technology with Google products</strong></td>
<td>This workshop will focus on 1) Exploring integrating technology into the curriculum versus computer aided instruction. 2) Discussing strategies for the classroom. 3) Exploring resources, specifically Google Products, to use to enhance learning with different audiences. Session ID: 295685 – Registration will begin 1/2/17.</td>
<td></td>
</tr>
</tbody>
</table>
February 8 | **Computer Basics – Morning Session**  
This workshop is for those that need to brush up on their basic computer skills. We will work with files and folders, copy and paste, keyboard shortcuts, staying safe on the Internet, email, and more.  
**Session ID:** 295687 – Registration will begin 1/2/17.

February 8 | **Computer Security & Speed-up – Afternoon Session**  
Participants will learn how to keep their computer secure on the Internet, backup important files, and find out how you can reduce energy consumption of your computers and office equipment.  
**Session ID:** 295688 – Registration will begin 1/2/17.

February 10 | **Distance Learning 101**  
This workshop will provide a detailed look at the new Distance Education policy for the state. It will prepare new Distance Education instructors to take the DL 101 certification course, and update veteran Distance Education instructors on new policies and platforms.  
**Session ID:** 295503 - Registration will begin 1/9/17.

February 17 | **Diversity Awareness**  
This workshop will provide Diversity Awareness in the areas of LGBT and culture to help adult educators and staff better serve their students and the community. This will fulfill the state requirement of diversity awareness training.  
**Session ID:** 295490 - Registration will begin 1/16/17.

February 24 | **Success with Re-entry: How to Successfully Serve the Re-entry Population**  
This workshop will provide strategies, tools, and resources that can be used to assist to best serve the re-entry population. The information will give guidance on how to assist those students from start to finish.  
**Session ID:** 295489 – Registration will begin 1/23/17.

March 2-3 | **WIOA Partners’ Meeting**  
This is a two-day meeting with the state WIOA partners. DWS plans the program with all partners participating in the workshop. The objective is to help all partners to better plan and participate fully in the implementation of the WIOA law. This meeting will take place at The Hotel Hot Springs in Hot Springs.  
Registration will be through DWS.

March 7-8 | **Learning Disabilities Comprehensive (LD Comp) – Session 2**

March 8 | **Leadership Excellence Academy 2nd Face-to-Face Workshop**
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
</table>
| March 9   | **The Student and You: How to Effectively Serve Your Adult Education Students**  
This workshop will provide helpful tools and resources that can be used to assist the students served in adult education from start to finish.  
Session ID: 295505 - Registration will begin 2/6/17. |
| March 14  | **LD 101 for Adult Education and Literacy**  
This workshop is designed to introduce adult education and literacy providers to basic information about adult students who have or may have learning disabilities. The purpose is to disseminate research-based information that targets the provision of effective and appropriate educational services for adults with learning disabilities. The training includes information specific to Arkansas Adult Education programs regarding screening adult students for learning disabilities and accessing state resources to obtain learning disabilities diagnoses for adult students when applicable and appropriate.  
Session ID: 295504 – Registration will begin 2/13/17. |
| March 17  | **ESL Roundtable – Central Region**  
This will be a round table discussion for teachers. Topics include: instructional strategies, assessment and placement, academic gains, WIOA’s impact on ESL, Career Pathways for ESL Students, Citizenship, immigration and other current issues.  
Session ID: 295502 – Registration starts 2/13/17. |
| April 11-12 | **Learning Disabilities Comprehensive (LD Comp) – Session 3** |
| April 13  | **You Can Help! Assist Your Students with Preparing Their Career Toolbox & Improving Their Workplace Skills**  
This workshop will provide helpful tools and resources that can used to assist students with preparing for the workplace. Information will be provided on resumes, cover letters, reference pages, thank-you letters, interviewing skills, mock interviews, job searching skills, soft skills, work ethics, professionalism and employability skills  
Session ID: 295509 – Registration will begin 3/13/17. |
| April 18  | **LD 201 for Adult Education and Literacy**  
This one-day workshop is the follow-up to the LD 101. The purpose of the workshop is to address student- and program-specific problems regarding the effective and appropriate provision of services for adult students with learning disabilities in adult education and literacy programs statewide. The format of the program includes both small and large-group discussions. Resources will be available to determine appropriate applications of state adult education policies and procedures, as well as to address any specific problems with implementation of LD 101 information. This workshop will also include a presentation about the use of assistive technology with students and how to obtain specific AT devices from the AALRC.  
Session ID: 295478 – Registration will begin 3/13/17. |
WAGE Spring Planning Meeting
This two-day meeting will focus on building partnerships with business and industry in order to benefit the local WAGE programs. Each program will develop a plan to implement during the next 12 months. This meeting will take place at Delta Resort near McGehee.
Session ID: 295511–Registration will begin 3/6/17.

Learning Disabilities Comprehensive (LD Comp) – Session 4
De-mystifying Attention-Deficit/Hyperactivity Disorder (AD/HD)
The purpose of this workshop is to raise awareness regarding the facts about AD/HD as well as to dispel some of the myths and misperceptions of the disorder. The workshop is designed to give teachers practical and affordable strategies to use when teaching adults with AD/HD. It includes the history of AD/HD, definition, screening tools, medication and treatment, and characteristics of adults with AD/HD including positive attributes. It also includes approximately one hour of parental involvement for children and adolescents with AD/HD. The format includes both small and large-group discussions, lecture, and hands-on activities. Resources will be available to determine appropriate applications of state adult education policies and procedures, as well as local resources to support the program’s screening, testing, and instructional accommodations, strategies, and goals.
Session ID: 295516 – Registration will begin 4/3/17.

Spring Administrators’ Meeting
This is a mandatory two-day meeting designed for administrators of adult education programs and literacy councils funded with adult education grants. This training will help attendees discover the critical issues and factors that ensure success for administrators of adult education. Topics will include federal and state guidelines, program accountability, examining current documentation processes, strategies for overall program improvement, and opportunities to network and exchange ideas with other administrators.
Session ID: 295517 – Registration will begin 4/3/17.
### State & National Conferences

The following national conference scheduling is provided for local program planning purposes only. Local programs are responsible for funding their decision to participate in these conferences.

<table>
<thead>
<tr>
<th>Conference</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAACE</td>
<td>November 8-11, 2016</td>
<td>Albuquerque, NM</td>
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<tr>
<td>AACAE/ ALC Conference</td>
<td>November 2-4, 2016</td>
<td>Arlington Hotel</td>
</tr>
<tr>
<td></td>
<td><a href="http://aalrc.org/adminteachers/conferences.html">http://aalrc.org/adminteachers/conferences.html</a></td>
<td>Hot Springs, AR</td>
</tr>
<tr>
<td>COABE</td>
<td>April 2-5, 2017</td>
<td>Disney Coronado Springs</td>
</tr>
<tr>
<td>Effective Transitions in Adult Education</td>
<td>November 14-16, 2016</td>
<td>Providence, R.I.</td>
</tr>
<tr>
<td>Conference</td>
<td><a href="http://www.collegetransition.org/conferences.overview.html">http://www.collegetransition.org/conferences.overview.html</a></td>
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<tr>
<td>LDA</td>
<td>February 16-19, 2017</td>
<td>Baltimore, MD</td>
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<td><a href="https://ldaamerica.org/events/annual-conference/">https://ldaamerica.org/events/annual-conference/</a></td>
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<tr>
<td>TESOL</td>
<td>March 21-24, 2017</td>
<td>Seattle, WA</td>
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</tbody>
</table>
# Loan Period
All Arkansas Adult Learning Resource Center resource materials are checked out for one month. For example, any materials checked out on June 14th are due on July 14th.

# Loan Forms
These forms are kept on file by the Media Coordinator. The information on the form includes the borrower's information, the material(s) borrowed and the date the material(s) were borrowed.

# Request forms (Hold)
A request/hold system will be maintained when another patron has already checked out the material(s) you would like to check out.

# Renewals
To extend your borrowing period, please contact the Media Coordinator at the AALRC.

# Media Coordinator
Klaus Neu is the Media Coordinator at the AALRC. He is available to help you with checking out or renewing materials.

# Phone
501-907-2490
or 1-800-832-6242 (AR only)

# E-mail
klaus@aalrc.org

Please note that the library is online on our website.
http://aalrc.org
Date: ______________

**Media Request Form**

AR Adult Learning Resource Center  
Attn: Klaus Neu  
501-907-2490  
Fax: 501-907-2492  
801 S. Louisiana  
Little Rock, AR 72201

Person Requesting Materials: ____________________________________

E-mail: ____________________________________

Program: ____________________________________

Address: ____________________________________

_____________________________________________

<table>
<thead>
<tr>
<th>Item #</th>
<th>Title/Description of Material</th>
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The materials listed above are DUE one month from the date checked out. Please plan to pay the replacement costs of any materials you lose or fail to return.