

Dear Cooper Teachers,

I want to take an opportunity to formally invite you and your classes to utilize the Instructional Media Center's (Library's) resources. Below is a list of times when my schedule is open (when a class isn't already scheduled):

Tuesday:	9:00 – 9:40 10:50 – 12:00 1:00 – 3:25
Wednesday:	9:00 – 12:00 1:00 – 2:00 3:10 – 3:25
Thursday:	11:40 – 12:00 1:00 – 1:25 2:05 – 3:25
Friday:	3:00 – 3:25

You and your students are always welcome at any time. However when there is a scheduled class already in the Instructional Media Center, I am unavailable to assist you or your students since my time is devoted to that class.

Please feel free to come to the Instructional Media Center with your class anytime. To make the most of the time you spend in the Instructional Media Center, you may want to inform me ahead of time of what you are studying. This way I can make sure that we have resources available for your students.

I hope to see you soon!

Thank you,
Cindy