

MIT Libraries
REQUEST FOR LTE TRAINING SUPPORT

LTE should complete Section I of request, and obtain Department Head's signature of support in Section II. Department Head submits request to Head of STS for approval. A copy of the approved request is returned to the requester.

Section I. Request Details

Name of LTE: _____ Library Unit: _____

Name of Training: _____ Training Sponsor: _____

Date: _____ Amount Requested: _____

Purpose for Attendance: *(please specify benefits to Libraries and relevance to your job)*

Section II. Approval

Signature of Department Head (*indicates support of request*):

Signature of STS Head:

_____ (Date) _____

Not Approved _____ Approved _____ Amount _____

Full-time LTEs will be given first priority for training support; requests for funding from part-time LTEs will be decided on a case-by-case basis.