

Library Instruction Request Form

- Note:**
- Two weeks advance notice is preferred; a minimum of one week is required (except for tours).
 - Location of instruction will be determined through discussion with the librarian scheduling the session. If applicable, customized content will also be discussed with the librarian.

Campus or Center _____ Date of Request _____

Instructor _____

Phone Number/E-Mail Address _____/_____

Course Number/Name _____/_____

Number of Students _____

Date/Time of Requested Instruction _____/_____

Alternate Date/Time of Instruction _____/_____

Type of Library Instruction

___ Level I (*services, research, catalog, databases, websites - 50 min.*)

___ Level II (*same topics as Level I with additional information - 50 min.*)

___ Special Session I: Evaluation (*in-depth look at resources - 25-50 min.*)

___ Special Session II: Citation (*in-depth look at citations - 25-50 min.*)

___ Special Session III: Customized Instruction (*instructor/librarian collaboration - describe below - time varies*)

___ Library Tour (*10-15 min.*)

___ Working Class (*hands on research w/librarian support - time varies*)

You will receive confirmation of your instruction session. Thank you!

FOR LIBRARY USE ONLY

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INSTRUCTOR	
LOCATION	
DATE/TIME	
DETAILS	