

REQUEST FOR LIBRARY INSTRUCTION

Course Name/Number: _____ Today's Date: _____

Instructor: _____

Office phone: _____ Home phone: _____ E-mail: _____

Class Time: from: _____ AM PM to: _____ Number of students in class: _____

1st Instruction Session _____ Alternate Date: _____

2nd Instruction Session _____ Alternate Date: _____

Follow-up Session (library time only – no instruction) Date: _____ Time: _____

Instruction will be held in the library instruction room unless other arrangements are made.

Because there are frequent changes in library resources/databases, **you must be present** for the first library presentation of the semester. You do not need to be present during subsequent presentations to other sections of the same class during the same semester.

The library presentation focuses on preparing students to complete **your research assignment**. Please describe the assignment or attach a copy including any learning objectives for the session.

S:/Libinstr/instreq.doc 8/26/04

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lib. initials: scheduled print: scheduled online: class visit:

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