

Library Instruction Request

To be completed by requestor:

Date: _____ Time: _____

Campus: C N P VB VAC (Circle One)

Day of Week: M T W R F Sat Sun (Circle One)

Instructor: _____

Class: _____ Approximate Number of Students: _____

Office Phone Number: _____

Home Phone Number: _____

Email Address: _____

(You will be contacted to confirm this instruction session.)

Orientation Requested:

_____ Basic Library Orientation

Specific database(s):

_____ Topic/Controversial

_____ Occupational/Job Skill Training

_____ Handouts/Worksheets (speech, controversial topics, etc.)

Special requests for materials to be covered (topics, sources, citation, etc.):

To be completed by library staff:

Date: _____ Request taken by: _____

Date: _____ Room: _____ Scheduled by: _____

Date: _____ Confirmed by: _____ Taught by: _____