

# 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: \_\_\_\_\_ Orientation scheduled by: \_\_\_\_\_

Date: \_\_\_\_\_ Room \_\_\_\_\_ scheduled by: \_\_\_\_\_

Date: \_\_\_\_\_ Confirmed by: \_\_\_\_\_ Taught by: \_\_\_\_\_