

LIBRARY INSTRUCTION REQUEST

This is a request for library instruction. All requests must be made at least one week in advance. A confirmation note will be mailed to you after a date has been scheduled. Questions should be directed to Debra Lucas, Head of Reference, at 829-7764.

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- Classes cannot exceed 24 students at a time. Large classes may be split so that portions of the class attend different BI sessions.
 - If a faculty member wants the content of a library instruction class tailored to meet specific course objectives or student needs, the faculty member must provide the library with a current class work assignment and/or a syllabus.
 - Faculty members must be present during all library instruction classes.
 - Faculty and students are expected to arrive promptly and meet the librarian in the front lobby near the security desk.
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Instructor's Name: _____

Telephone: _____ Email: _____

Course Name: _____

Course Number _____

Class Time Requested: _____

Class Day Requested: _____

Number of Students: _____

Graduate, Undergraduate or
Other? _____

Describe any specific topics or assignments that the students will research as part of your course. Attach an assignment if possible.

List any specific information or resources you want covered.