

# Thurgood Marshall Library Instruction Request

- A week's notice is required for scheduling and preparation for library instruction classes.
- A librarian will contact you by e-mail or phone to confirm your request.
- We assume that the course instructor will be present at the library instruction session.

Date \_\_\_\_\_ Name \_\_\_\_\_ Campus phone ext. \_\_\_\_\_

E-mail \_\_\_\_\_ Cell/Home phone \_\_\_\_\_

Course title \_\_\_\_\_ Number of students \_\_\_\_\_

Undergraduate  Graduate

Time (fill out and circle am or pm as appropriate) **From** \_\_\_\_:\_\_\_\_ am/pm **To** \_\_\_\_:\_\_\_\_ am/pm

Preferred date: 1. \_\_\_\_\_ Alternate dates 2. \_\_\_\_\_ 3. \_\_\_\_\_

## Type of Instruction:

Library Orientation Tour

Catalog USMAI (finding books, videos, e-books, etc.)

Research Port (finding journal articles)

Format Style \_\_\_\_\_ (APA, MLA, Chicago, etc.)

RefWorks (citation management tool)

Specific database(s) \_\_\_\_\_

Other \_\_\_\_\_

## Location (check one and fill in blanks as appropriate)

1.  Library Instruction Room: Bldg: TML Room #: 1129 (BI room)

2.  Regular classroom: Bldg \_\_\_\_\_ Room # \_\_\_\_\_

3.  Other location: Bldg \_\_\_\_\_ Room # \_\_\_\_\_

E-mail the assignment or describe the assignment and any other special instructions in the space below:

## FOR LIBRARY USE ONLY

Instruction date confirmed \_\_\_\_\_ Initialed by \_\_\_\_\_ Date \_\_\_\_\_

Confirmations are based on the calendar at the reference desk. Librarians must write instructor's name and requested time on the calendar.