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.