

Course-Integrated Library Instruction Request

Date submitted: _____

Instructions:

Please complete one form for each class or section and submit to Library Services at least three class days in advance of your preferred date. Completed forms may be dropped off or e-mailed.

Submitting this form does not guarantee your requested date or time. A librarian will contact you to confirm your requests or to advise of a scheduling conflict and offer alternatives.

Instructor: _____

Phone: _____ E-mail: _____

Course name, number and section: _____ Number of students: _____

Date and time requested: _____

Will you be present? If no, please provide a roster. Yes: ___ No: ___

Location: _____

Sessions may be conducted in your classroom or, if you prefer, a computer lab may be arranged for hands-on instruction if one is available.

Style manual: APA: ___ MLA: ___ Other: _____

Describe what you would like the instruction to cover. If possible, please include a copy of a specific assignment. Include any other instructions.

Library Use Only:

Date received: _____ By: _____

Documents distributed:

___ Library Services User Guide; ___ Electronic Resources brochure; ___ E-Book Quick Guide;

___ Style guide; ___ Guide to Library Services website;

Other:

This document has been reviewed for accessibility. If you find any issues with this document, please contact RPCC Library Services at Library@rpcc.edu; please specify the document title.

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