

LIBRARY ORIENTATION REQUEST

Please complete and return this form to the library to schedule your library orientation

You will receive an email confirmation once your orientation schedule is finalized.

Professor Name: _____

Course: _____

Class Meeting Day and Time: _____

Number of Students in your class: _____

Provide 3 dates when you want to schedule the Library Orientation:

(PLEASE PROVIDE THE LIBRARY STAFF AT LEAST TWO WEEKS TO SCHEDULE YOUR REQUEST.)

Contact Email, Campus extension or Cell Phone# _____

Check All that Applies:

____ Brief tour of the library Building to point out locations of materials and Services

____ Online catalog to locate materials

____ Databases to do research

____ Popular magazine versus peer reviewed journal

____ Any special topic you want covered? Examples- MLA/APA Formats, Plagiarism etc..

____ Please send assignment topics you want covered ahead of your scheduled Orientation so that the librarian can prepare for your class orientation.

____ Other topics you want covered _____

Assigned Librarian: _____