

# Library Instruction Request Form

(Submit completed form to the library staff. Please allow one week for scheduling.)

TODAY'S DATE: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

Department: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

## CLASS INFO:

Course Title: \_\_\_\_\_

Class Meets Days/Time: \_\_\_\_\_

Schedule Library Session For (Date & Time): \_\_\_\_\_

Number of students: \_\_\_\_\_

Room # of Class Meeting \_\_\_\_\_ Or  Schedule the LC Computer Lab

## TYPE OF INSTRUCTION SESSION: (Check all that apply)

Basic LC/OhioLINK (45 minutes---Using: OhioLINK, databases and media resources)

Finding Articles in Journals and Magazines (30 minutes)

Using a Specific Database/Resource (30 minutes)

Specific database/resource:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request for specialized instruction tailored to a class assignment (Varies)

Special topics or nature of class assignment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Using Microsoft PowerPoint (45 minutes)

Additional Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## FOR LIBRARY USE ONLY

REC'D: \_\_\_/\_\_\_/\_\_\_ BY: \_\_\_\_\_

SCHEDULED FOR: \_\_\_/\_\_\_/\_\_\_ and TIME: \_\_\_\_\_

LIBRARIAN ASSIGNED: \_\_\_\_\_

EQUIPMENT NEEDED: \_\_\_\_\_

ROOM #: \_\_\_\_\_