Library Instruction Request Form

Please fill in all information clearly and carefully. Incomplete or illegible requests will be returned to you. Please use separate forms for each request. To obtain this form online, please visit http://www.trnty.edu/library

The reference librarian is available to teach instructional sessions to acquaint your students with the library and its resources. Instruction sessions are also available on an individual basis to faculty members.

Possibilities for Instruction Sessions: Finding books & articles for library assignments; Periodical indexes and databases for specific disciplines; Evaluating Internet sources; Using search engines on the Internet; Any other topics you would like to cover. Sessions can take place in your classroom, a computer classroom, or the library.

INSTRUCTOR’S NAME: ____________________________________________

CAMPUS PHONE: ____________________ HOME PHONE (Optional): ____________________

E-MAIL: ____________________________________________________________

COURSE TITLE & NUMBER: ____________________________________________

DATE OF INSTRUCTION SESSION: First Choice ______________ Second Choice ______________

TIME OF SESSION(S): ________________________________________________

NUMBER OF STUDENTS ____________________________________________

AREA WHERE SESSION WILL MEET (circle one): COMPUTER CLASSROOM LIBRARY CLASSROOM

Describe briefly what topic(s) you would like covered. What are your goals and objectives for this class period?

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Any questions? Please contact the Reference/Instruction Librarian for further information.