Cypress College Library
Library Instruction/Orientation Request Form

Please submit the completed form to the librarian at the reference desk at least two weeks before the requested date of library instruction.

Today’s Date: _____________  Instructor & Dept.: ________________________

Instructor’s email address: __________________________________________
Instructor’s campus/home phone number: _______________________________

Course title: ______________________________________________________
Number of students: __________

Date(s) & time requested for instruction*: _______________________________
________________________________________________________________
(*At least two week’s notice is required)

Alternate date(s) & time if first choice is unavailable: ______________________
________________________________________________________________

Type of instruction:
___ Hands-on library worksheet
___ No worksheet, allow students to begin research on a class assignment
___ Neither option, allow librarian to instruct for the full session

Databases/Resources to be included:
___ Online catalog (books/media)
___ Printed reference sources (specialized encyclopedias, etc…)
___ Electronic databases (magazine/journal/newspaper articles)
___ Internet resources (web sites)
___ Noodlebib (works cited resource)

Please provide examples of student research topics. Attaching a copy of the assignment is helpful.
________________________________________________________________
________________________________________________________________

What subjects or materials do you not want included?
________________________________________________________________
________________________________________________________________

Instructor’s signature: ____________________________________________

Please note: It is the expectation that the instructor will attend.

A librarian will contact you soon to confirm the scheduled date and time of the library instruction/orientation session. Call the reference desk at x47069 with questions.