

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.