

College of the Sequoias - Library Instruction Request Form

Instructor's Name _____ Today's Date _____

COS Office Ext. _____ Home Phone _____ E-Mail _____

Name of Class _____ Room # _____

Requested Day & Date for Library Instruction _____

Beginning and Ending Time of Class _____

How much time are you allowing for this instruction? _____ # Students _____

Do you want this instruction to take place in the library electronic classroom _____ or your
classroom? _____ Do you want a tour of the library? Yes No

The library classroom is upstairs and difficult to get to. Do you have any handicapped students?
 Yes No.

Please give a brief description of the assignment that your students will be using in the COS Library including a list of topics when applicable. A copy of the syllabus or handout that describes the assignment is extremely helpful to the librarian who will be providing instruction to your class.

If your students are writing a paper how many pages long is it supposed to be? _____

If you require a certain number of sources, how many? _____

What sources does this assignment require?

Books Periodicals Newspapers Primary Internet All types

If there are specific indexes, databases, websites and/or reference material you want covered
please list them: _____

If a COS Librarian has provided instruction for this assignment in the past, what is her/his name?

PLEASE TURN THIS REQUEST FORM IN ONE-WEEK BEFORE YOU WOULD LIKE THE LIBRARY INSTRUCTION TO TAKE PLACE!!!!!!!!!!

LIBRARY USE ONLY: Date Received _____ Class Added to Classroom Calendar Yes No

Librarian assigned _____

Form completed by if other than instructor _____

Librarian Comments: _____ cf:8/01