Date:

## Reedley Library Research Instruction Request

Library research instruction can be tailored to the needs of your class and can include specialized database research instruction, evaluation of web resources, citation-style tips, and more. To help the librarian better prepare instruction for your class and your students' needs, please complete and return the following form. A librarian will follow up soon. Thank you!

<span style="color:red">Please fill out one form per class. All fields required.
Please call the library at 559-638-3554 if you have any questions.</span>

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|---|---|
| **Instructor Information** | |
| Name: | Phone: |
| Email: | |
| **Class Information** | |
| Class Title: | Number of Students: |
| Day(s) & Time (Start/Finish) (Ex. MW 1:00-1:50): | |
| Room: | |
| **Library Research Instruction** *(Please give at least 7 days notice for best scheduling.)* | |
| Desired Date & Time (Start/Finish) (Ex. 11/04/15   1:00-1:30): | |
| Optional Date & Time: | |
| Desired Room for Instruction:<br>          Computer Lab (LRC 104)                    My Classroom (Room # _____ ) | |
| Would you like students to have access to computers during instruction?<br>          Yes                    No | |
| If you have selected "My Classroom", do you have access to computers?<br>          Yes                    No | |
| Are your students working on a specific assignment?                    Yes                    No<br>If yes, please explain: | |
| What library resource/activities would you like the librarian to highlight? (For example: Library Catalog, Databases, Internet, Citation Styles, etc.) | |
| Would you like us to take your students on a physical tour of the library?          Yes          No | |
| Do you have any students with special needs?          Yes          No<br>Please indicate: | |

Please deliver or email (Cc) this form to Shivon Hess (shivon.hess@reedleycollege.edu), Mai Soua Lee (maisoua.lee@scccd.edu), and/or Stephanie Curry (stephanie.curry@reedleycollege.edu).