

Library Instruction Form

Please fill out this form and email to amy.glass@icc.edu or print and send to Amy Glass, Room L312.

1. Instructor's **name** (first/last), **department**, **phone number**, and **hours** most likely to be available for a call back.
2. **Class** (i.e. English 110) for which instruction is being scheduled
3. **Time and date** instruction is desired?
4. Is additional room use time needed?
5. **Location** (Library, computer lab, smart classroom)
6. Do you have a **particular assignment** that you want your students to complete? If so, please include a copy of this assignment with this form.
7. Are there **particular library resources** to be covered in this orientation session? Examples include the Library catalog, ProQuest, EBSCOHOST, and other specialized databases.
8. A complete library instruction session takes 30 to 45 minutes. Is this enough time? Too much time?

For Library Use Only

Date Received _____ Librarian Giving Instruction _____