Learning Resource Center/Library
Library Orientation Request

Orientation Date Requested: ________________ Time: ________________

Instructor: __________________________ Office Extension: _________

Course name/number: ______________________ Class size: _________

Subject area: _____________________________

Assignment: __________________________________________________

Type of Orientation: (Please circle 1 or 2)

1. Basic Overview: Includes the Reference Librarian conducting a tour of the library and materials and services available.

2. Specific Overview: Includes how to use indexes, accessing the card catalog, online databases, and obtaining a library card etc.

Specific notes or special request:
_________________________ ______________________________________
_________________________ ______________________________________

Instructor’s resources to be supplied (items and dates materials will be delivered to library). Please include instructions with all materials.

Item(s) _______________________________________________________

Date___________________ Instructions: __________________________

______________________________________________________________

Please note: Faculty is required to accompany and stay with students during Library Orientation.

FOR LIBRARY USE ONLY

Requested Date: APPROVED Signature: ________________________

Librarian assigned: ____________________________

Requested Date: DENIED

Reason for denial: ____________________________________________