

# Richard J. Daley College Library Orientation Request Form

**\*\*Please submit requests one week in advance\*\***

Name	Date
Phone	Email
	Office Number

Course Name	Course Number	Classroom
Requested Orientation Date	Time	# of Students

Purpose of orientation
Any specific areas/resources/services we should highlight? Circle your preferred Citation Style: <b>MLA</b> <b>APA</b> <b>CMS</b> <small>(notes/bib or author/date)</small>
Is there an assignment the students should complete during orientation?
Do you have a follow up assignment we should be aware of? If so, please attach to this form.
Would you prefer a computer lab?

## Confirmation:

Librarian:
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