



## Library Instruction Request Form

### Library Instruction Request

#### *Instructor/Course Information*

Please be sure to:

- Provide all of the requested information so that we may better prepare for your session.
- Submit only one class session at a time.
- Submit your request 10 working days in advance of the instruction date request.
- The course instructor's attendance is required at all library instruction sessions. Your presence is important to evaluate the sources we'll show, and the topic(s) we'll discuss.

\*Instructor Name: \_\_\_\_\_ \*Department/Program: \_\_\_\_\_

\*Email Address: \_\_\_\_\_ \*Phone Number: \_\_\_\_\_

Course Number/Name: \_\_\_\_\_

*Please enter the course number first, then the name. For example: PSYD715 Theories of Personality*

#### **\*Session Details**

Please indicate your date/time preferences for the library session. Date: \_\_\_\_\_ Time: \_\_\_\_\_

Describe the nature of the course assignment.  
What do you hope your students will learn from this session?

Please provide information about the class assignment; this will aid the Librarian in tailoring the materials to best suit your students' needs.

#### **Session Options:**

*Please make a selection from the list*

#### **\*Skill Level of Students**

*Choose One*

Basic

Intermediate

Advanced

Mixed

#### **\*Types of sources to cover**

Books

Reference Materials

Electronic resources

Scholarly journals

Newspapers

Web Sites

Audio Visual

Other

You may contact the Library Support Assistant, Shaina Berlant at 305-593-1223 Ext: 3220 or via email at [sberlant@albizu.edu](mailto:sberlant@albizu.edu).