

REQUEST FOR INFORMATION LITERACY INSTRUCTION

Please use this form to request all information literacy activities or to schedule a time for your class to work as a group in the Library. A librarian will contact you by telephone or by e-mail to confirm your request and discuss the details. For instructional activities, PLEASE SCHEDULE AT LEAST TWO WEEKS IN ADVANCE. **A written description, or a copy, of the students' assignment should accompany this form.**

Today's date: _____

Phone/IU Extension: _____

Name: _____

e-mail: _____

Course number and title: _____

Number of Students: _____

REQUEST TO BRING A CLASS FOR INFORMATION LITERACY INSTRUCTION

Type of instruction desired (lecture, database demonstration, hands-on practice, etc):
(Note: Hands-on practice requires that each student have an IU Kokomo network login.)

Preferred date/time for instruction:

Library instructional activities are scheduled on a first-come, first-served basis. In case we cannot accommodate your first choice for a date and time, please suggest alternate dates and times:

REQUEST TO BRING A CLASS TO WORK IN THE LIBRARY

This section is to be used only for scheduling an *appointment time* to bring your class to use the library. *Do not use this section to request formal instruction from a librarian for your class.*

Preferred date(s) and time(s):

IN ORDER FOR US TO BETTER MEET THE RESEARCH NEEDS OF YOUR CLASS, PLEASE ATTACH A COPY OF THE ASSIGNMENT.

Please send all request forms to the Information Literacy Librarian, Indiana University Kokomo Library.