

## REQUEST FOR INFORMATION LITERACY INSTRUCTION Visiting Groups

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

Today's date: \_\_\_\_\_

School: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Number of students: \_\_\_\_\_

Course: \_\_\_\_\_

e-mail: \_\_\_\_\_

### 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 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 for the activity:

\_\_\_\_\_

\_\_\_\_\_

### REQUEST TO BRING A CLASS TO WORK IN THE LIBRARY

This section is to be used only when you are scheduling an *appointment time* to bring your class to use the library. Do *not* use this section if you are requesting any 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: *Information Literacy Librarian, Indiana University Kokomo Library, 2300 S. Washington Street, P.O. Box 9003, Kokomo IN 46904-9003.*