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.

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