

Today's date: _____

LIBRARY ORIENTATION REQUEST

Please submit your request at least one week before the orientation.

Instructor's name: _____

Phone numbers and e-mail: _____

Class: _____

Meeting days/time: _____ Number of students: _____

Date of orientation: _____ Time: _____

Alternate date (if above is not available): _____ Time: _____

How much time have you allowed for the orientation? (30-40 minutes is suggested): _____

Check subjects to be covered (suggested times noted):

Online Catalog (10 mins.)	Reference Books (10 mins.)	Databases (15-20 mins.)	Popular magazines vs. journals (5 mins.)
Internet Searching (10 mins.)	Evaluation of websites (5 mins.)	Plagiarism (5-10 mins.)	Noodlebib/ Works Cited (5-10 mins.)

Other (example: how to find images or graphics): _____

Work session after orientation? _____ Reserve bank of computers? _____

Specific assignment (Please attach copy of assignment): _____

How far along are students in the research process? _____

Librarian doing orientation: _____