



Submit requests at least 5 business days prior to the requested date(s) of instruction.

Instructor: \_\_\_\_\_ Location of Instructor's Office: \_\_\_\_\_

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

Dept.: \_\_\_\_\_ Crs #: \_\_\_\_\_ Approximate # of Students: \_\_\_\_\_ Day(s) class meets:  M  T  W  R  F

Exact time class starts: \_\_\_\_\_ Exact time class ends: \_\_\_\_\_

1st Choice for Information Literacy Instruction			2nd Choice for Information Literacy Instruction		
Date: _____	Start Time: _____	End Time: _____	Date: _____	Start Time: _____	End Time: _____

**Note:** We recommend a minimum session time of 75 minutes.

**Location where library staff is to teach:**

Room Type: \_\_\_\_\_ Campus/Center: \_\_\_\_\_

Room # (If known) \_\_\_\_\_

**Information Literacy Instruction should always be based on an assignment so that students will find relevancy and applicability of what they learn.**

**Describe the assignment that this Information Literacy Instruction is intended to support:**

**Attach a copy of the assignment file here:** **Attach**  Click this button to bring up a left navigation block. Use the appropriate icon to attach a document. Or you can attach your file to the email that opens when you click the **Submit** button.

**Standard resources & content that we include in the Information Literacy Instruction:**

- Catalog (to find books and more)
- Citing Sources & Avoiding Plagiarism
- Databases (to find articles, eBooks, and eAudiobooks)
- Evaluating & Using Websites

**Are there any other specific resources or topics that you do or do not want covered?**

**Additional information?**

After completing this form and attaching the class assignment, click the Submit button. A copy of the form will be emailed to the Campus/Center location you indicated above.

**Submit**

**Reset**

**Library staff will contact you to finalize arrangements.**