Information Literacy Request Form

Location

- [ ] Library Classroom
- [ ] Other location

Type

- [ ] In-class session\(^1\) (regardless of location)
- [ ] One-on-one\(^2\)
- [ ] Orientation activity\(^3\)
- [ ] Workshop\(^4\)
- [ ] Tour\(^5\)
- [ ] Other

Date of instruction

Time of instruction

Faculty Name

E-mail

Phone

Number of students

Course Number (EX: EDU 501-02)\(^6\)

Purpose of instruction: please be very precise as to the content of the instruction

- [ ] Catalogs
- [ ] Databases
- [ ] Internet
- [ ] Other

Subject Specialist Checklist

Did you send an E-mail to the Administrative Assistant reserving the Library Classroom?  

- [ ] Yes  
- [ ] No

Have you posted the class to Zoho Creator?  

- [ ] Yes  
- [ ] No

Did you confirm the classroom reservation with the instructor?  

- [ ] Yes  
- [ ] No

\(^1\) In-class session: This usually will have a class number.

\(^2\) One-on-one: This is where you spend time (≥10 minutes as a guideline) with a patron.

\(^3\) Orientation Activity: Where you are part of a larger group of individuals speaking to the primarily stationary participants.

\(^4\) Workshop: This would include the Web 2.0 workshops, RefWorks, etc.

\(^5\) Tour: Primarily a walk-through the Library.

\(^6\) It is very important to list the course number as listed in BoxerOnline as well as the section number.