Faculty Request for Library Instruction

To request a library instruction session for your class, please print and complete this PDF form. Please submit request at least three weeks in advance to avoid scheduling conflicts. Professor Reabeka King will confirm your request within 3 days of receipt. Please direct any questions to her at 718-368-5429 or email Reabeka.King@kingsborough.edu.

Instruction time is typically the length of class session. Actual duration will depend on faculty’s request.

Faculty instructor is expected to be present.

Today Date: ________________________________

1. Faculty member:___________________ Office Tel. Ext.: _______ E-mail:_______________

2. College office address:______________________ Home Phone: ______________________

3. Class title:_________________ Section:___________________ Number of Students: _____

4. Requested lecture date:________________  Day: ___________ Time: ___________

5. Please list alternative dates and times preferred (in case library cannot satisfy your original request due to scheduling conflicts).
(A) Date: _____________ Day: ______________ Time: __________
(B) Date: _____________ Day: ______________ Time: __________

6. Please attach copy of the students’ written assignment or describe briefly:________________
___________________________________________________________________________
___________________________________________________________________________

7. Please specify or circle what you would like the instructional session to cover:
a. Finding and selecting books: ___________________________________________________

b. Using reference collections: __________________________________________________

c. Finding and selecting articles: ________________________________________________

d. Finding and selecting Internet resources:________________________________________

e. Evaluating and citing resources:_______________________________________________

f. Other: _____________________________________________________________________