Submit form to the Circulation Desk or via inter-office mail. All library instruction requests are confirmed via email within 3 days of receipt. You may request one (1) course per form.

**FACULTY INFORMATION**

Last name ___________________________  First name ___________________________

CCC email ____________________________  Alt email ____________________________

CCC ext. ____________________________  Alt phone ____________________________

**COURSE INFORMATION**

Department: __________________________

Course: ____________________________

Number of student: __________ w/special needs ________

**SCHEDULING INFORMATION**

Preferred  ____________________________  Alternate ____________________________

Date: ____________________________  Date: ____________________________

Time: ____________________________  Time: ____________________________

Lib Instructor: ____________________________  Lib Instructor: ____________________________

**TYPE OF LIBRARY INSTRUCTION (L-I)**

- **Basic L-I** 50 MINS  
  Beginning keyword, title and author search Millennium and a discipline-specific database:

- **Advance L-I** 50 MINS  
  Initial subject and complex search Millennium and a discipline-specific database:  
  Prerequisite – completion of Basic L-I.

- **Internet L-I** 50 MINS  
  Initial skills to critically evaluate resources from the Internet and a discipline-specific website:  
  Prerequisite – completion of Basic L-I or Advance L-I.

- **Mediated L-I** 60 MINS  
  Oversight of class’s assignment-related research in the Library.  
  Prerequisite – completion of Basic L-I, Advance L-I, or Internet L-I.

**INSTRUCTION DIRECTLY ASSOCIATED WITH A SPECIFIC CLASS ASSIGNMENT?**

- No
- Yes  (Provide brief description on back of form)