

## Learning Resource Center/Library Library Orientation Request

Orientation Date Requested: \_\_\_\_\_ Time: \_\_\_\_\_

Instructor: \_\_\_\_\_ Office Extension: \_\_\_\_\_

Course name/number: \_\_\_\_\_ Class size: \_\_\_\_\_

Subject area: \_\_\_\_\_

Assignment: \_\_\_\_\_

Type of Orientation: (Please circle 1 or 2)

1. Basic Overview: Includes the Reference Librarian conducting a tour of the library and materials and services available.
2. Specific Overview: Includes how to use indexes, accessing the card catalog, online data bases, and obtaining a library card etc.

Specific notes or special request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Instructor's resources to be supplied (items and dates materials will be delivered to library). Please include instructions with all materials.

Item(s) \_\_\_\_\_

Date \_\_\_\_\_ Instructions: \_\_\_\_\_

\_\_\_\_\_

**Please note:** *Faculty is required to accompany and stay with students during Library Orientation.*

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### FOR LIBRARY USE ONLY

**Requested Date: APPROVED**      **Signature:** \_\_\_\_\_

Librarian assigned: \_\_\_\_\_

**Requested Date: DENIED**

Reason for denial: \_\_\_\_\_

\_\_\_\_\_