

Request for Library Instruction

Library Use Only:
Date & Time of Class(es): _____

Booked by: _____
Room Booked? Yes / No

Instructions: Please complete **one form per section**, unless the content will be identical.

Please submit this form to the Information Desk either in person or by email, info@eclibrary.ca. If submitting by email you will receive a confirmation email.

Note: Although we make every effort to accommodate all requests, the schedule fills up quickly. In order for us to plan for your class, please submit your request (with any relevant course assignments) at least 1 week in advance.

Faculty/Instructor Information

Nipissing Canadore

Faculty/Instructor Name: _____ Dept. _____

Phone No. _____ E-mail: _____

Course Information

Course Name: _____ Course Number: _____

Section #: _____ # Students _____

Level of Students (i.e., 1st year, etc.): _____

Day(s) & Time(s) Class Meets: _____

Topics Being Covered in Course: _____

What types of information sources are **not** acceptable for your students to use?

Have students had previous Library instruction? Yes / No

Are there any special needs we should accommodate? Yes / No

If yes please provide details: _____

Content of Library Class (choose one):

General: Finding Library Information

Specialized: Geared to a specific assignment

Details: _____

Assignment Information:

Are you providing a **course assignment** to your students
(i.e., essay, research paper)?

Yes / No

If yes, please provide a copy with this form.

Additional Instructions:

Please submit this form to the Information Desk either in person or by email,
info@eclibrary.ca. You will receive a confirmation email.

Contact

Information Desk
info@eclibrary.ca
ext. 4221

Charlotte Innerd
Manager of Reference and Information Services
charloti@nipissingu.ca
ext. 4532