

Please print out and send to library.
Request for Library Instruction

Sullivan Family Library
Phone: (808) 735-4725
Fax: (808) 735-4891
Email: library@chaminade.edu

Requires minimum of one week's notice.

Faculty Name _____

Phone _____ Building/Room No. _____

Chaminade Email _____

Course Name and Number _____

Date(s) and Time(s) of Class _____

Classroom Location _____

Number of students per class _____

What types of library instruction are you requesting? (Times are approximate)

In-classroom instruction:

- Library catalog search: find books or other library material (15 min.)
- Electronic book search: search library subscription books online (20 min.)
- Online database search: search for subscription journal articles, e.g. EBSCO (20 min.)
- Internet search / Resource evaluation: evaluate websites or other resources (20 min.)
- English 102 instruction (2 class periods)

In-library instruction:

- Library tour (20 min.)
- Hands-on computer searching
- Other _____

What topics are you covering in class? _____

Other expectations for this instruction: _____

Signature _____ Date _____

A librarian will contact you with confirmation of instruction date.

Library Use -----

Librarian	Subject Area	Packet	Class Location	Confirmed with instructor Date: