

# LIBRARY ORIENTATION REQUEST FORM

Instructors at LSCC may request orientations to the Birmingham and Bessemer campus libraries for their classes. Please complete this form and submit to the library a week or two weeks in advance. We encourage instructors to accompany their classes if at all possible to ensure presentation is relevant and meet the needs of the students.

Instructor's Name: \_\_\_\_\_

Instructor's e-mail address and phone number: \_\_\_\_\_

Birmingham or Bessemer Campus: \_\_\_\_\_

Course Name & Number: \_\_\_\_\_

Number of Students: \_\_\_\_\_

Date of Orientation: \_\_\_\_\_

Alternate Date: \_\_\_\_\_

Time Class Begins: \_\_\_\_\_

Time Class Ends: \_\_\_\_\_

Assignment Description/ Material Covered:

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Please check information that you would like covered in the session.

- Online Catalog "Athena"
- Print Indexes
- Reference Materials
- Circulation Materials by subject area
- Library Tour
- Electronic Books
- Internet Resources
- Alabama Virtual Library
- Proquest Nursing, newspapers and magazines
- General Orientation of library policy and procedures
- Hands-On session in computer lab

Date Assignment is due: \_\_\_\_\_

Additional Comments:

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Please submit information to Sandra L. Henderson, Library Director Birmingham Campus or Diane Gregg, Librarian Bessemer Campus.