

Faculty Request for Library Instruction - Spring 2008

Please complete this form and return it to **Prof. Robert Nelson, Library Instruction Coordinator, Room 1L-109H**, or find the form at <http://www.library.csi.cuny.edu/instruction/instructionindex.php>.

Please submit request at least two weeks in advance to avoid scheduling conflicts.

Library instruction will be offered from the first day of the semester **until Friday, May 2, 2008**. Please direct questions to Prof. Robert Nelson, (718) 982-4016 (voice) or (718) 982-4002 (fax).

- Sessions will be conducted in the new Digital Library Learning Lab (1L-214, on the second floor next to the Archives). This facility offers students hands-on practice opportunities, permitting students to do their own searches.
- Instruction time is typically 90 minutes. Actual duration will depend on faculty request.
- Faculty are expected to be present. **Consultation between the librarian and class instructor** will take place prior to the library session to discuss the assignments.
- **Library Instruction outcomes:**
 - How information is organized and how to locate it
 - How to define and refine a topic, and how to search for relevant information
 - How to evaluate information and its sources
 - How to use information responsibly

Today's Date: _____

Faculty Name: _____ Office Tel. Ext.: _____

E-mail: _____

College office address: _____ Phone: _____ No. of Students: _____

Class # and title: _____ Section: _____

Requested lecture Day: _____ Date: _____ Time: _____

Please list alternative dates and times preferred (in case the library cannot satisfy your original request due to scheduling conflicts).

(1) Day: _____ Date: _____ Time: _____

(2) Day: _____ Date: _____ Time: _____

Please attach a copy of the syllabus or students' assignment, or describe briefly:

