

Library Instruction Request

Classroom Instruction:

*(Please note: Library Instruction Requests for the **Boca Raton location** should be directed to: **FAU Library Instruction** Coordinator, Susan Setterlund, at (561) 297-0080 or the **FAU Library Reference** office at (561) 297-3785)*

Today's Date:

Part I - Instructor:

Instructor's Name:

Mail Station:

Phone Number:

Work:

Home:

E-mail (Required):

Part II - Class:

Course Number:

Course Reference Number:

Course Name:

Number of Students:

Time of Class: From _____ to _____

Possible Dates for Instruction

(list in order of preference and be sure dates are at least 7 days after today's date):

Part III - Instruction Session Options:

Objectives Please choose one to two objectives from below that are defined by the standard core competencies recommended by the American Library Association. The objectives chosen will be the most important ones to be emphasized in your 75-minute session.

Choose a topic. Explore resources available to assist students in better understanding and in choosing a topic.

Search and retrieve necessary information on a given topic. Effective searching methods in the library, online databases, and the Internet.

Evaluate information resources. Differentiate between the various types of resources available, between primary and secondary sources, and consider information sources for objectivity, bias, timeliness, and reliability.

Use information to accomplish a purpose. Use information effectively and accurately to support the purpose of the project, for example: research, statistics, critical analysis of criticism.

Use information ethically and legally. Understand intellectual property, copyright and fair use, as well as censorship and freedom of speech. Cite sources according to APA, MLA, or other specified styles.

Please write a brief description of the library assignment and class objectives. Include any other comments or information with regard to the library session.

Would you like this session to include a brief facility walking tour? (Please allow 30 minutes for a tour)

Yes No

Part IV – Follow-up and Contact Information

Phone Email Mail Station

PBCC Location for Instruction Session:

Once you send the form, your class will be scheduled and a confirmation of the date, location where class should meet, and time assigned to your class will be returned. If you do not receive such confirmation within 48 hours, or have any questions, please contact:

[Lake Worth Location](#) : Estaline Rogers (561-868-3705) **MS #17**

[Palm Beach Gardens Location](#) : Lisa Hogan (561-207-5812) or Joanne Cameron (561-207-5801), **MS #45**

[Belle Glade Location](#) : Samantha Wallace ... (561) 993-1150, **MS #43**

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Thanks!