

Faculty Request for Library Instruction

To request a library instruction session for your class, please print and complete this PDF form. Please submit **request at least three weeks in advance** to avoid scheduling conflicts **at the library's reference desk**. You will receive a confirmation within 5 days of receipt. Please direct any questions to **kbinstruction@kbcc.cuny.edu**.

Instruction time is typically the length of class session. Actual duration will depend on faculty's request. Faculty instructor is expected to be present during scheduled session.

Today Date: _____

1. Faculty member: _____ Office Tel. Ext.: _____ E-mail: _____

2. College office address: _____ Home Phone: _____

3. Class title: _____ Section: _____ Number of Students: _____

4. Requested lecture date: _____ Day: _____ Time: _____

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

(A) Date: _____ Day: _____ Time: _____

(B) Date: _____ Day: _____ Time: _____

6. Please attach copy of the students' written assignment or describe briefly: _____

7. Please specify or circle what you would like the instructional session to cover:

a. Finding and selecting books: _____

b. Using reference collections: _____

c. Finding and selecting articles: _____

d. Finding and selecting Internet resources: _____

e. Evaluating and citing resources: _____

f. Other: _____