Gateway Community College - Library Instruction Appointment Form

Phone 203-285-2057  Email library@gatewayct.edu

The Library provides instruction for all subjects.

Sessions are assigned on a first come, first served basis.

At least one week advanced notice is recommended.

If you have a topic about which the entire class will need information, please consider consulting with a librarian to put some material on reserve to ensure availability for all class members.

Please accompany your class to the library for their visit. Students should have established their NetID and password before coming to the session.

Professor ________________________________ Phone Number _____________or
E-mail ________________________________ Syllabus submitted ______

Semester (please circle) Fall Spring Summer Winter Year ______ Today’s Date _____________

Date Preferred: 1st choice ___________ 2nd choice ___________ 3rd ___________

Course name and number ________________________________

Time of class ___________ am/pm  Time of Library Session ___________ am/pm

Length of Library Session: (min. 50 min.) ___________

Number of students ______ Any students with disabilities? ______ Physical_____ Learning____

If yes, what special accommodations do they need? ____________________________________________

What would you like taught during the instruction session? (please check all that apply)

_____ Library Catalog    _____ General Article Databases    _____ Newspaper Databases

_____ Peer-reviewed articles _____ Electronic Reference Books

_____ Subject Specific Database (please circle): allied health, biography, business, education, foreign language resources, history, literature, psychology, science, technology

_____ Specific Internet Sites (please provide URLs if available): _____________________________________

Other (please explain): _______________________________________________________________________

Would you like a library exercise to be included in the session? Yes____ No____

Citation Style: MLA _____ APA _____ Other ____________

Please explain the assignment the students are working on that involves library research (number of sources required, number of pages, etc.).

_________________________________________________________________________________________

_________________________________________________________________________________________

Information Literacy – the set of skills needed to find, retrieve, analyze, and use information - is incorporated into the teaching of all library information sources.

(For Library Use)

Librarian assigned to class ________________________________

Appointment taken by ________________________________

Professor contacted with confirmed class time & date__________

Room LI ______ MP ______ Other ________

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