



RPCC Library Services
Course-Integrated Instruction Request



Date submitted: _____ Library use only: Date received: _____ By: _____

Please print the form, then read, complete and forward it to Library Services.

Please submit 1 form per class/section & at least 2 business days in advance of your requested date/time.

Instructor name: _____

Phone number: _____ E-mail: _____

Course name & number/section: _____ No. of students: _____

Date/time requested for instruction: _____

Location*: _____ Will you be present? _____

Expected duration (if less that the class period is preferred): _____

Nature of instruction (check one): General orientation: Assignment specific:

For General Orientation, would you like a brief tour of the Library? Y N

Special instructions/comments:

A librarian will contact you to confirm the request and verify the nature of the instruction requested. Submitting this form does not complete the scheduling process. If the date/time requested is unavailable, you will be notified and an alternate date/time may be arranged.

*Sessions will be conducted in your classroom. While it is preferable to provide hands-on computer instruction, the only rooms with student computers, C-118 or E-110, are usually unavailable. Given the demand for computers by our growing student body, having sessions in the Library or LRC is also not ideal. If you are in a room that lacks equipment for the instructor and/or Internet access, I will try to find an alternate location, but this may not be possible. I will do my best to accommodate you & your students' needs.