

## Library Instruction Request Form

---

Any faculty member may request a customized library instruction session by completing the following form.

Please try to send you request at least **one week** in advance of the date you request. The Librarian will contact you to confirm the date, time and location, and to discuss the content of the instruction session.

**PLEASE NOTE:** A confirmation contact from the Librarian for the date, time and location will be your official notification that the class session you requested is actually scheduled!

Today's Date:

Name of Instructor:

### How can we contact you?

Campus Phone:

Home phone:

E-mail:

LASC Department:

Course #:

Course Title:

Class meets (day):

At (time):

Number of students:

Instruction date and time requested:

Alternate date(s) and time(s):

**Optional:** Please describe the assignment to which knowledge research skills will be applied:

**Optional:** Please list any specify resources or services you would like to emphasized in this session:

The Librarian will contact you shortly to schedule your session.

Have any Questions?

Please contact:

Department Chair, Linda Brady

(323) 241-5255 • [BradyLJ@lasc.edu](mailto:BradyLJ@lasc.edu)