WCCCD Wayne County Community College District

LEARNING RESOURCE CENTER
LIBRARY SESSION REQUEST FORM

Please fill out one request per class session

The library offers course related sessions introducing users to information resources and research strategies. **Please schedule your session early in the semester, prior to announcing it to the class or listing it on the syllabus.** We need a minimum of two weeks notice in order to schedule and prepare for your session. Faculty must be present during the orientation to enrich the session.

Library reservations are strictly for Library Instruction / Orientation sessions ONLY. If you need a computer lab for a class instruction session not related to library services you will be referred to the campus Educational Affairs office for room scheduling.

Instructor:	Today's Date: ____/_____20___
Instructor Phone #:	No. of students:
Email Address:	
Course Name and Course #:	
Date Requested: ____/_____/20_____ Day: Su M T W R F Sa	
Session Time: _____a.m to _____ ____p.m to____	

(not before 9:00 am or after 8:00pm)

Session type:

◯ Library Instruction: (Specify topic(s) below)   ◯ Class Orientation

Topic / Information to be covered (check one):
- ◯ Library Online Catalog
- ◯ Online Articles / Databases
- ◯ Online Books
- ◯ MLA / APA style guides
- ◯ One Card and Printing
- ◯ General LRC Orientation

Additional Topics/Information to be covered (Please be specific):

Library orientations must be approved by the LRC Coordinator.
Also, the LRC Coordinator reserves the right to reschedule orientations.
Classes over 20 students may be moved to a computer lab outside the LRC.

================ **LRC USE ONLY** =================

Coordinator's signature:
Assigned to: