



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 at least 24 hours in advance of your requested date/time.

Instructor name: _____

Phone number: _____ E-mail: _____

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

Date/time requested for instruction: _____

Location*: _____

Expected duration (if less than 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.

*To provide hands-on computer instruction (recommended), C118 or the computer lab (B117) is preferred if available, but the LRC or Library may be used if a class is small enough, traffic in the library is minimal, and/or neither the computer lab nor C118 is available. If you prefer, however, instruction will be conducted in your classroom at your request.