Mississippi Valley State University
James H. White Library
Library Instruction Request Form

The Library offers hands-on instructional sessions on library research for undergraduates and graduate students, tailored to courses, assignments and students' research topics.

These sessions have greatest impact when scheduled close to the date your students' research assignment is due, and after students have already chosen their topics. For more information, see our guide on Effective Assignments Using Library and Internet Resources.

Please submit your request two weeks in advance of your preferred date.

GUIDELINES FOR REQUESTING A SESSION

Attending with your students
Your presence is necessary to see the sources we've shown, the issues we've discussed, and so that you can field questions about the assignment. Your presence also demonstrates that you value research skills and that the library session is an integral part of your course.

Confirming your request
Expect to receive confirmation of your request within 3-4 business days. You will be given the name of your course's librarian instructor and the date, time and location of your session.

Enhancing student learning through customized instruction
So we can customize your session, please be prepared to send the following materials to the librarian instructor when he/she contacts you:

- a copy of the research assignment, and
- a list of students' topics

Workshop locations
Sessions are usually held in the Library electronic classrooms with PC workstations for hands-on work. Arrangements can also be made for in-class presentations.

Alternatives to Course-integrated Library Instruction
The Library also provides short online guides to library collections and services at http://libguides.mvsu.edu/

Questions?
Contact the Library at 254-3494, or contact the liaison librarian for your academic department.
REQUIRED INFORMATION:

Name of Professor/Instructor: ________________________________

Office Phone: ____________________________

Email: ________________________________

Department/Course Number: ________________________________

Course Title: ________________________________

Course Meeting Time(s): ________________________________

Number of Students: ________________________________

INFORMATION FOR LIBRARY SESSION:

Preferred Date/Time of Requested Session: ____________________________ 1st Choice

______________________________ 2nd Choice

______________________________ 3rd Choice

Description of Research/Assignment & Due Date (submit copy of course syllabus and assignment):

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Specific Resources or Aspects of the Subject to be included in session (i.e. MLA, APA Citation):

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Please return the second page of this form to the Reference Desk.