



NEW HAMPSHIRE  
INSTITUTE  
OF ART

TETI LIBRARY

## LIBRARY INSTRUCTION REQUEST FORM

Instruction sessions, which primarily focus on thinking critically about information, can range from basic library tours to advanced, senior-level research.

Please fill out ***one form for each class*** (and individual section) for which you are requesting library instruction:

Today's Date: \_\_\_\_\_

Faculty Name: \_\_\_\_\_

Department: \_\_\_\_\_ Phone # \_\_\_\_\_

Email: \_\_\_\_\_

Course Name: \_\_\_\_\_ Course Number/Section: \_\_\_\_\_

Number of Students in Class (estimated): \_\_\_\_\_

Requested Date/Time of session: \_\_\_\_\_

Alternate Date/Time: \_\_\_\_\_

Please briefly describe your needs for the session:

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*A librarian will contact you shortly in order to best collaborate with you on session content.*

*If possible, please attach a copy of your course syllabus (syllabus draft or course objectives) to this form.*

**Please note the following:**

- ✓ In order to coordinate effective scheduling of our instruction resources, library sessions must be requested at least three weeks before the session is to take place.
- ✓ Instructors must be present with their students at the library session
- ✓ Instructors should collaborate with the librarian as much as possible when planning the library session so as to ensure that the session effectively enhances and reinforces the objectives for the course you are teaching.