

**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 to 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: \_\_\_\_\_ 1<sup>st</sup> Choice

\_\_\_\_\_ 2<sup>nd</sup> Choice

\_\_\_\_\_ 3<sup>rd</sup> 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 or via fax (254-3499).

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