



Library/Learning Resources Center

10440 Black Mountain Road, San Diego, CA 92126

Main Phone: (619) 388-7310

Instruction Librarian's Office: (619) 388-7615

LIBRARY ORIENTATION REQUEST

- Please schedule Library Orientations as early as possible, at least ONE WEEK in advance.
- Instructors must be present at all times during the library orientation for their class.
- You will receive a confirmation call/email once your orientation has been scheduled.
- Contact Angela Boyd, Instruction/OER Librarian at **(619) 388-7615** or aboyd001@sdccd.edu if you have any questions or concerns.

Instructor Name:	Email Address:
Phone Number(s): Primary: Other:	How would you prefer to be contacted? <input type="checkbox"/> Phone <input type="checkbox"/> Email
Class Title:	Class Size:
Requested Orientation Date/Start Time: Date: Start Time:	Orientation length: mins. Overall Library/LRC visit length: mins.

Please select the desired library orientation types (Mark all that apply):

- General overview of the Miramar College Library/LRC
- Guidance in research on a special topic/assignment (Please describe below)
- "Hands on" library skills exercise (Modules available, or we can create a custom module.)
- Other (Please describe):

Please describe any relevant class assignment(s) your students will be working on when they come for their orientation:

Is there a written version of this assignment that you can provide? YES NO

(Please deliver to Angela Boyd via email [aboyd001@sdccd.edu] or campus mail one week prior to orientation.)

Please provide any additional information that might be useful for the instruction librarian:

OFFICE USE ONLY

Date Submitted:	Assigned Librarian:
Received by:	Recorded on schedule? <input type="checkbox"/> Yes
	Confirmation sent to instructor, copy to librarian: <input type="checkbox"/> Yes Date: