

Los Angeles City College
Martin Luther King, Jr. Library



Library Orientation Request Form

Dear Faculty:

This form is for you to request library orientations for your classes. The library orientations are typically one hour in length. Room availability is limited; please submit your request at least one week prior to your desired date. Your orientation is not confirmed until you have received a reply either by email or phone. If you have any further questions, please contact Barbara Vasquez by email <vasquebj@lacitycollege.edu> or phone (323 953-4000 ext. 2407).

Please note: Orientations have been most successful when:

- 1) We have been given copies of your class assignments prior to the orientation.
- 2) The instructor is present for the orientation.

Desired date of orientation: _____ **MO TU WE TH FR SA**

Time of orientation: _____ to _____

Alternative date of orientation: _____ **MO TU WE TH FR SA**

Time of orientation: _____ to _____

Instructor's name: _____ Phone: _____

Instructor's email: _____

Type of orientation: _____ general / subject-specific

Is there a follow-up assignment? _____ yes / no

Class: _____ Size: _____

Library orientation should cover (subject, kinds of materials, databases, Internet, etc.):

Specific and/or special resources/approaches to be covered (specific reference tools or research techniques ... other than what's indicated above generally):

OFFICE USE ONLY:

Librarian assigned: _____

Actual class size: _____ Instructor present? Yes / No

Location of orientation: LIB 123 _____ LIB 329 _____ Other _____

Comments: