

## Library Instruction Request

Use this form to request library instruction services for your classes on the Madison, Lawrenceburg, and Batesville campuses. Please submit your request at least two weeks prior to the requested instruction date. You will receive confirmation by email, phone, or in person--a request is not confirmed until a library staff member contacts you. If a librarian does not contact you within 3 working days, please call the library on your campus.

If you have any other questions regarding library instruction, please contact Margaret Seifert, Library Director, 812-265-2580 x4106. We look forward to working with you. (\* Indicates required information)

\*For which campus library are you requesting instruction?

- Madison
- Lawrenceburg
- Batesville

\*Course Instructor's Name: \_\_\_\_\_

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

\*Telephone Number: \_\_\_\_\_

\*Course Name and Number: \_\_\_\_\_

\*Estimated Number of Students: \_\_\_\_\_

\*Please indicate your preferred date, day, & time: \_\_\_\_\_

Please indicate your second choice for date, day, & time: \_\_\_\_\_

How long do you wish to spend on this session? (Average length is 50 minutes): \_\_\_\_\_

Have your students completed the Virtual Orientation presentations/tutorials? Please indicate: (If your students have not covered the material in these orientations, please see the Library's Faculty Guide, or speak with Library Staff about how we are approaching orientations/tours this year.)

- Library Tour
- Overview of Virtual Library
- IvyTILT: Starting Smart
- IvyTILT: Choosing a Topic
- IvyTILT: Using IvyCat
- IvyTILT: Finding articles
- IvyTILT: Using the Web
- IvyTILT: Citing Sources

As a follow-up to the Virtual Orientation presentations/tutorials, what database(s) would you like us to cover in your library session?

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|---|---|
| <input type="checkbox"/> IvyCat (online catalog)          | <input type="checkbox"/> AccessScience                      |
| <input type="checkbox"/> Lexis-Nexis Academic             | <input type="checkbox"/> Britannica Encyclopedia            |
| <input type="checkbox"/> EBSCOHost (particular databases) | <input type="checkbox"/> Encyclopedia of American Govt.     |
| <input type="checkbox"/> Health and Wellness Center       | <input type="checkbox"/> ebooks: General                    |
| <input type="checkbox"/> Opposing Viewpoints              | <input type="checkbox"/> ebooks: Books 24x7                 |
| <input type="checkbox"/> ProQuest                         | <input type="checkbox"/> ebooks: NetLibrary                 |
| <input type="checkbox"/> SIRS Renaissance                 | <input type="checkbox"/> ebooks: ebrary                     |
| <input type="checkbox"/> CQ Researcher                    | <input type="checkbox"/> ebooks: History eBook Project      |
| <input type="checkbox"/> Inspire                          | <input type="checkbox"/> ebooks: Bartleby (free ebooks)     |
| <input type="checkbox"/> Biography Resource Center        | <input type="checkbox"/> ebooks: Gutenberg (free ebooks)    |
| <input type="checkbox"/> LitFinder                        | <input type="checkbox"/> ebooks: Online Books (free ebooks) |
| <input type="checkbox"/> Gallup Brain                     | <input type="checkbox"/> Ball State's WebCat                |
| <input type="checkbox"/> IvyJo (periodical finder tool)   | <input type="checkbox"/> IvyLynks                           |

Students learn and retain most when they have a need to know. Therefore, library instruction is the most effective if it is scheduled when students will need to use the library resources to work on a class assignment. Is your request for instruction directly related to a class assignment? (If "no," skip next question.)

- Yes
- No

Please describe briefly the nature of the assignment requiring library use: (Any requirements regarding types or number or resources to be used or citation styles would be appreciated, as well as any topics we could use for sample searches. If you have the assignment in writing and it is too lengthy to reproduce here, please bring a copy by the library or attach it to an email.)

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Please state any additional preferences you have for the type of instructional session we plan? (i.e. What do you hope your students will learn from this session?) If your class does not have a library-related assignment, please indicate what you will be studying at the time of your library session. [If you have several sections of the same class, note additional dates and times requested here, along with class sizes.]

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