Butte College Library
Library Instruction Request

Please give us two weeks’ notice to schedule your Library Instruction and allow up to one week to process your request. Send or bring this form to the library reference desk. Call 530-879-4024 (Main Campus) or 530-879-4398 (Chico Center) for more information.

Time class meets ________________
Preferred Date of Instruction ______________________
Alternate Date of Instruction ______________________

Location:  □ Main Campus (LB 206)  □ Chico Center  □ Glenn County Center (live video feed)

Instructor Name _____________________________  Phone _______________________
Email ____________________________  Department ______________________

Course Title & Number_______________________  Number of students ____________

Please state any special considerations or ADA accommodations required for any of your students:
_____________________________________________________________________________________

Description of Research Assignment
(If possible, please attach the assignment prompt or syllabus describing requirements of assignment.)

Subject(s) or topic(s) of research: __________________________________________________________

Permitted sources:  □ Scholarly journals  □ Newspapers/Magazines  □ Books
□ Web resources  □ Other: __________________________

Citation Style:  □ MLA  □ APA  □ Chicago  □ AAA  □ Other: ______________________

Presentation focuses
□ Book search  □ Database search  □ Web search
□ Research techniques  □ Library services & resources  □ Citation format
□ Other: __________________________

Electronic/print source(s) that you would like to be introduced in the presentation
□ Access Science  □ Country Watch  □ CQ Researcher  □ EBSCO
□ eHRAF World Cultures  □ Health Databases  □ JSTOR  □ Literature Databases
□ NewsBank  □ Oxford Art/Music  □ Proquest  □ RAND California
□ SIRS Knowledge Source  □ Library Catalog (Book Search) / eBooks  □ Web Resources
□ Other: __________________________________________________________

□ Print sources _________________________________________________________________________

Notes/comments:
_____________________________________________________________________________________

Confirmed by: ___________  Room #: ___________  Instruction conducted by: ___________

Forms/LI Request.doc
06/15/2015 LL