Instruction Request Form

Today’s Date: ________________

Your Name: ____________________________________________

Telephone number: ________________

Your Email Address: ______________________________________

Instruction site (please circle): Port Angeles LMC  Forks  Port Townsend

Course Name: ____________________________________________

Course Number: __________________________________________

Approximate Number of students: ________

Requested Dates and Times in preferred order:

<table>
<thead>
<tr>
<th>1st Choice</th>
<th>2nd Choice</th>
<th>3rd Choice</th>
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<tbody>
<tr>
<td>Month</td>
<td>Day</td>
<td>Time</td>
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Instruction Desired:

Please check the three learning outcomes from the following list that will be most valuable for your students:

☐ Differentiate between a keyword and a subject heading

☐ Distinguish between different types of information formats (e.g. print vs. non-print, journals vs. magazines, monographs vs. serials, scholarly vs. popular, etc.)

☐ Navigate different information sources (e.g. catalogs, indexes, chronologies, almanacs, encyclopedias, dictionaries, online commercial databases, Web resources)

☐ Use print indexing tools
☐ Use electronic indexing tools

☐ Distinguish between different categories of electronic resources (e.g. full-text vs. abstract or index, online vs. onsite, periodicals vs. monographs, etc.)

☐ Formulate a standard search query

☐ Implement one or more primary search strategies

☐ Use the Library of Congress Classification system to locate books in the Peninsula College Library/Media Center

☐ Implement different document retrieval techniques for onsite and offsite resources.

☐ Evaluate resources for relevance, currency and topic authority.

☐ Distinguish among services provided by LMC staff (e.g. reference, research consultation, interlibrary loan, etc.)

☐ Access information and services available at the LMC website

☐ Other (please specify)  __________________________________________

________________________________________

Subjects, resources, or research techniques you would like to have emphasized.

________________________________________

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This information will be sent to the Instruction Librarians.  David or Gail will contact you regarding this request as soon as possible.