**Ottawa University, Gangwish Library Information Literacy Instruction Request Form**

**Two Weeks Prior Notification is requested for Information Literacy Session Scheduling**

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| Top of Form**Please provide the following information:** **Faculty Member Name:** **Department:** **Phone Number:** **Email Address:** ***http://www.cedarcrest.edu/library/spacer.gifPlease verify that you've entered your email address correctly.******http://www.cedarcrest.edu/library/spacer.gifYour request cannot be received without a valid email address.*****Semester: Fall Winter Spring Summer** **Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Time allotted for library instruction:** **Subject Area:** **Emphasis/Expectations:** List that you would like emphasized for purposes of the class assignment (e.g. Internet, Print Sources, Specific Databases). Describe the specific project assigned to students and provide a copy of the assigned project when possible. (Information Literacy coverage in classes will depend on time available). Determine the nature and extent of information needed      Variety and types of formats      Cost and benefits of acquiring informationAccess information effectively      Effective database/libguide or other search strategies      Extracting and managing informationCritically evaluate resources Additional specialized information services needed      Copyright and Plagiarism      Annotated Bibliography; Citing Sources      Subject-specific research assignment topic(s).Other:**Please provide your class time preferences:**

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| **PreferredDate & Time:** |
| **Date** |  |
| **Time** |  |
| **Course Title/No.** |  |
| **# of Sessions** |  |
| **# of Students** |  |

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| **Date** |  |
| **Time** |  |
| **Course Title/No.** |  |
| **# of Sessions** |  |
| **# of Students** |  |

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| **2nd AlternateDate & Time:** |
| **Date** |  |
| **Time** |  |
| **Course Title/No.** |  |
| **# of Sessions** |  |
| **# of Students** |  |

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What outcomes do you want to focus on during this Information Literacy instruction session?Additional Notes/Requests:

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| [Privacy & Terms](http://www.google.com/intl/en/policies/)  |  | Get a new challenge |  |
| Get an audio challenge |
| Help |
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