Type of Visit:

- Library Tour (~15 minutes, any staff member can do)
- Library Instruction (~1 hour, Instructional Services Librarian, or any trained Librarian) – Librarian comes to your classroom. If your classroom doesn’t have Internet access you need to contact Orlando Tolentino by email (otelentino@alliant.edu) for smart classroom.

1st Choice: Scheduled Date of Visit _____________________ Time* ____________

2nd Choice: Scheduled Date of Visit _____________________ *Time ____________

*Staff may not be available during lunch (12-2pm) and dinner periods (4-6pm)

INSTRUCTOR

Course Title _____________________________ Course Number ______________
Number of Students ______________________ Contact Phone# ______________
Classroom Location: ______________________

Areas to Cover: (check off ones to cover)

- Research Databases
  List subject areas to cover: _______________________________
  Possible search terms: ________________________________

- Alliant Library Catalog

- Internet / E-Mail

Other areas to cover

- Circulation Policies (ID cards, due dates)
- Circulating Collection
- Interlibrary Loans / Paging / LINK+
- Journals Area
- Dissertations/Theses/Proposals
- Reserves (at the Circulation Desk)

Other specific library resources to be included in the orientation/tour: