



Library/Learning Resources Center
10440 Black Mountain Road, San Diego, CA 92126
Main Phone: (619) 388-7310
Librarian's Office: (619) 388-7614

LIBRARY ORIENTATION REQUEST

- Please schedule Library Orientations as early as possible, at least ONE WEEK in advance.
- Instructors must be present at all times during the library orientation for their class.
- You will receive a confirmation call/email once your orientation has been scheduled.
- Contact Mary Hart at (619) 388-7614 or mhart@sdccd.edu if you have any questions or concerns.

Instructor Name: _____

Email Address: _____

Phone Number(s):

Primary: _____

Other: _____

How would you prefer to be contacted?

Phone

Email

Class Title: _____

Class Size: ____

Requested Orientation Date/Start Time:

Date: _____ Start Time: _____

Orientation length: ____ mins.

Overall Library/LRC visit length: ____ mins.

Please select the desired library orientation types (Mark all that apply):

General overview of the Miramar College Library/LRC

Guidance in research on a special topic/assignment (Please describe below)

"Hands On" library skills exercise (Modules available, or we can create a custom module.)

Other (Please describe):

Please describe any relevant class assignment(s) your students will be working on when they come for their orientation:

Is there a written version of this assignment that you can provide? YES NO

(Please deliver to Mary Hart via email [mhart@sdccd.edu] or campus mail one week prior to orientation.)

Please provide any additional information that might be useful for the instruction librarian:

OFFICE USE ONLY

Date Submitted: _____

Received By: _____

Assigned Librarian: _____

Recorded on schedule? YES

Confirmation sent to instructor, copy to librarian: YES Date: _____

