Los Angeles Southwest College Library
Library Instruction Request Form

Faculty members may request a customized library instruction session by filling out and returning this form. Please try to make your request at least one week in advance. The librarian will contact you to confirm the date, time and location and discuss your specific content requests for the instruction session.

Today’s date:________________ Name of Instructor:______________________________

Your contact information: Campus phone ____________ Home phone ________________
E-mail ______________________ LASC Department ______________________________

Course Title________________________ Room #:________

Class meets (day):_____________________ At (time):___________________________

Number of students:_________

Instruction date and time required:

1st choice: ________________________________________________________________

2nd choice: ________________________________________________________________

Please describe the assignment to which information competency skills will be applied:
_______________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please check the learning objectives you wish taught:
____ Distinguishing Among Different Information Types: Magazines vs Journals: *Identify distinguishing characteristics of popular magazines and scholarly journals*
____ Research Topic Selection: *How to broaden or narrow a topic and create a research question*
____ How to turn your topic into an Effective Search Statement to for Searching Online Sources: *Identify keywords and synonyms and use Boolean operators for online searching*
____ How to identify and locate relevant books: *How to locate books using the Founders Library book catalog and evaluate results*
____ How to identify and locate relevant magazine and/or journal articles: *How to locate articles using EbscoHost and other relevant databases and evaluate results*
____ How to Avoid Plagiarism: Citing and Documenting Sources (MLA, APA): *Explain plagiarism and how to document and cite sources when quoting or summarizing the academic conversations of others*

The Library will contact you shortly to schedule your session. Questions? Please contact Shelley Werts@323-242-5536 office or e-mail: wertss@lasc.edu Or call the Library at 5235.