

LEARNING RESOURCE CENTER LIBRARY INSTRUCTION/INFORMATION LITERACY REQUEST FORM

- ☞ The LRC offers IL, Information Literacy Instruction (formerly Library Instruction), in several ways:
 - ◆ **Electronic Classroom** – we meet with you and your class in one of the Computer Labs, where we demonstrate our LRC web site, our online catalog, and other Internet sites, and which will include hands-on work for all the students. This may be followed by a tour of the LRC, possibly more hands-on time, and may also include exercises.
 - ◆ **Other formats** – mutually agreed upon by the class instructor and the librarian.

☞ **REMINDER – ENGLISH 101 INSTRUCTORS – *Information Literacy instruction is a required component of your course.***

☞ Requests for Information Literacy Instruction should be submitted ***at least one week in advance.***

☞ To make a request, fill out the form at the bottom of this sheet (one for each class), tear it off and hand it to a member of the LRC staff. Or, e-mail Bev at her address below.

☞ A copy of your course syllabus, research assignments, bibliographies, sources you might expect your students to find in the LRC, and/or any other pertinent information should be sent to us *prior* to the day of the instruction session.

☞ Unless otherwise requested, IL sessions usually run for about an hour. If you can spare us more time, that's even better. If you can only spare us less, we will do our best to accommodate your needs.

☞ *We strongly suggest that you stay with your classes during IL sessions.* Your presence would be beneficial to students as well as to yourselves. *It also underlines the importance of these sessions.*

☞ Thank you for requesting LRC Information Literacy Instruction for your class(es). Please feel free to contact Bev in person, by phone, or by e-mail to discuss IL, and any special needs you may have.

[Beverly Himelstein](mailto:Bev@lrc.library.utoronto.ca) (860-253-3169)

or

[Sherry Gelbwasser](mailto:Sherry@lrc.library.utoronto.ca) (860-253-3161)

[Qiong Zou](mailto:Qiong@lrc.library.utoronto.ca) (860-253-3172)

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PLEASE FILL IN THE INFORMATION BELOW AND HAND FORM TO AN LRC STAFF MEMBER
(LRC Staff: Please put in Bev's mailbox)

Today's Date _____

Instructor's Name _____

Phone Number _____ e-mail address _____

Course Title and Number _____

Date of IL _____ Day of IL _____

IL Starting time _____ Ending time _____

Number of Students _____