



LIBRARY INSTRUCTION REQUEST FORM

Please use this form to request Library Instruction. This request can be hand-delivered to the nearest Southern Regional Library location, sent via intercampus mail, or emailed to library@southernregional.edu. Instructor will be contacted to confirm the request.

CAMPUS

- Bainbridge Cairo Moultrie – Industrial Drive
 Moultrie – Veterans Parkway Thomasville Tifton

COURSE DETAILS

Day of Week: Monday Tuesday Wednesday Thursday Friday

Instructor: _____

Class: _____

Date: _____ Time: _____ Number of Students: _____

Office Phone: _____ Cell Phone: _____

Email Address: _____

INSTRUCTION REQUESTED

Basic Library Orientation Other: _____

Library Tour _____

Occupational/Job Skill Training _____

GALILEO _____

Requests for materials to be covered (topics, sources, citation, databases, etc.):

FOR LIBRARY STAFF ONLY

Request confirmed by: _____ Date confirmed: _____

Instruction presented by: _____

Date of instruction: _____ Time of instruction: _____ Number of students in attendance: _____

Class Location/Room Number: _____ Student evaluations received: _____