Teacher/Library Media Services Collaboration

Teacher’s Name ___________________________ Today’s Date __________

Special Resources requested:
☐ Books put on reserve (24-hour notice)
☐ Collection of books for classroom (2 day notice please)
☐ Customized Links on library web site (2-wk notice appreciated)
☐ Subject/author/title related library display
Other ____________________________________________

Block(s)/Date(s) you wish to “book” the library for special project ____________________________

Please schedule library/technology center space separately using regular scheduling procedures.

Teaching goal of this assignment/unit: ____________________________
Special materials needed ______________________________________
Works Cited/Bibliography required? _____ Date Due ________________

Information Skills Instruction Requested: (please check one or more)
☐ Orientation to the LMC: Print resources / Database use
  ☐ Follett Card Catalog overview [SAILS access as a guest]
  ☐ Ebsco overview
  ☐ eLibrary Overview
  ☐ eBrary
  ☐ InfoTrac/Pow er Packs and eBooks overview
  ☐ Other ________________________________________________

☐ Big6 Information Skills overview
  ☐ Task definition/clarification of task 1.
  ☐ Information-seeking strategies 2.
  ☐ Locating and accessing information 3.
  ☐ Using Information 4.
  ☐ Synthesizing source material 5.
  ☐ Evaluating product 6.

☐ PowerPoint presentation ☐ Inspiration / Graphic Organizer software demo
☐ Timeliner XE software demo
Other ______________________________________________________

Comments:

Use reverse for comments, etc.