Mail or email as an attachment to
Mary Hughes-Greer, Library Specialist

BLACKHAWK TECHNICAL COLLEGE LIBRARY
Library Research Orientation Request

If you would like to schedule an in-classroom Library Research Orientation for your students, please submit your request on this form via mail or email to Mary Hughes-Greer, Library Specialist. You will be contacted by email or phone to discuss your class's needs and requirements, and to confirm a convenient date and time for the presentation. A separate form is required for each class.

Please provide the following information. Items marked with an * are required.

Today's date _____

*First Name _____ *Last Name _____

*Email _____ Phone number _____

*Course title _____ *Room number _____

*Number of students _____

*Date and time choices:

*1st choice _____ Time: _____a.m. _____p.m.
Month Day Year

*2nd choice _____ Time: _____a.m. _____p.m.
Month Day Year

A typical session includes information about materials and services the library provides, use of the catalog and how to access and navigate online reference and article databases.

*What would you like covered or accomplished in this session?

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