Today’s Date:__________________________

Instructor:_______________________________________________________________________________

E-mail:_____________________ Phone:___________________ Best time to call:_____________________

Course Name & Number:_________________________________________________ # of Students_____

<table>
<thead>
<tr>
<th>Date</th>
<th>Begin Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Choice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd Choice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd Choice</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Location Preference: Your classroom. (Please provide room number): ___________
(Note: Laptops cannot be reserved for classrooms in the Goodling Building.)
Nearest Available Computer Lab:___________________________

Class Assignment attached?  YES / NO

Time to set aside for basic hands-on research time (w/librarian assistance) _____________ (minutes)

Please note any specific databases/resources that you wish to see presented:________________________

Please provide special instructions to the librarian(s) working with your class. (Include: a description of your class research assignment (if not attached), types of resources that your students may or may not use (or are required to use), and other topics that you wish to see covered in class.)

Please respond promptly to requests for clarification to allow time to prepare for your class.

_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Please return form with your assignment to any library staff member.
York Campus Library (717) 718-0328 ext. 3520

York Campus Faculty Library Services Guide: http://libguides.hacc.edu/yorkfaculty

Requests may also be submitted through library’s Web page (http://lib2.hacc.edu), under Resources for Faculty.