LIBRARY INSTRUCTION REQUEST FORM

Name ___________________________________ Date ______________________________
College _______________________________ Phone ______________________________
E-mail _______________________________________________________________________________

Details of Instruction Request

Type of Instruction

☐ Lecture of library resources enquiry and using (1~2 hours)
☐ Lecture of subscribed database using (1~2 hours)
   database name: _____________________________________________________________
☐ Lecture of special topic resources enquiry and using (2~3 hours)
   [Please request the lecture 4 weeks in advance.]
   special topic: _____________________________________________________________
   Is it related to your coursework?  ☐Yes  ☐No
☐ Lecture of related resources of dissertation writing (2~3 hours)
☐ Guide of format of dissertation citation (2~3 hours)
☐ Introduction to MUST Library (20 minutes) [Please request the instruction 1 day in advance.]
☐ Other, please state: ___________________________________________________________

Date & Time of the Instruction:  First option _______________________________
                                      Second option _______________________________

Classroom Required:  ☐ General Classroom  ☐ Multimedia Classroom
User Type:  ☐ Teacher  ☐ Doctors  ☐ Graduate  ☐ Undergraduate  ☐ Pre-U  ☐ Other ________
Number of Attendees: _______________________________

Notice

◆ Please apply the reservation 2 weeks in advance if there is no relevant indication of the lecture.
◆ Please submit to Library Instruction Unit after you have finished this form. We will reply you within 3 working days.

Address:  Library Office N205  E-mail: library_ins@must.edu.mo  Phone: 8897-2085

For Library Instruction Unit Use

Lecturing Librarian_________________________________________
Date & Time _______________________________ Classroom _______________________________
Notes _____________________________________________________________
______________________________________________________________

Ref. No.: MUST/08/041/LIB-E