Training Lab/Instruction request form

Please print this form and deliver it to the library, or email as an attachment to reference@aic.edu. We will make every effort to confirm your request within 48 hours, but please keep in mind that we have limited weekend staff and hours. Please be prepared to provide the librarian with a copy of your course syllabus.

Your name:

Your email (AIC email is preferred):

Phone:

Course number & Title:

Date & Time:

2nd choice Date & Time:

Number of students:

Do you need a librarian to teach the class?   Yes / No
Please note: all professors should accompany their classes in the training lab whether taught by a librarian or not.

If you want a librarian to teach the class, what subjects would you like to have covered?

Please briefly describe the assignment the class is working on: