

CALUMET COLLEGE OF ST. JOSEPH, Specker Library
Instructor request for library tour, research skills assistance, online database training, etc.

Send this to: Virginia Rodes, Library Director at vrodes@ccsj.edu or call x 372 (473-4372)

FROM: Instructor _____ E-mail/phone _____

Request for class tour, orientation, etc. in the library. Today's date: _____

Will students need to make photo IDs during this session? ___yes ___no

How many students should we expect? _____

Course name/number or Program name: _____

Date and time of requested session: _____

Please make sure to cover the topics checked below:

- | | |
|---|---------------------------------|
| ___ Interlibrary loan (ILLiad) account set-up | ___ ILLiad procedures |
| ___ Documentation in MLA format | ___ Documentation in APA format |
| ___ ----- | ___ ----- |

Online database searching:

- | | |
|--|--------------------------------------|
| ___ Introduction, choosing search terms,
keywords vs. controlled vocabulary | ___ EBSCOhost periodical indexes |
| ___ Boolean searching (AND, OR, NOT) | ___ Grove/Oxford Art or Music Online |
| ___ Pegasus (what Specker Library owns) | ___ Westlaw accounts & searching |
| ___ ----- | ___ ProQuest periodical indexes |
| ___ ----- | ___ Science Online (weekly journal) |
| ___ ----- | ___ ----- |
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Will students need help gathering research for a paper/presentation? ___yes ___no

If so, how long is the paper/presentation? _____ Due when? _____

What topic(s) can they choose from?