

# Library Collaborative Services Request

Please try to return this data sheet to me at least two weeks prior to requested dates.

I am glad you have chosen to plan a collaborative lesson with me in the library. To help make our lesson more effective, please fill in the information below. In addition to setting aside some time for our collaborative planning, ***please attach a copy of lesson plans or the unit*** that provides your goals and objectives.

Teacher Name \_\_\_\_\_

Requested Dates (Please check the calendar.) \_\_\_\_\_

Requested Periods (Please check the calendar.) \_\_\_\_\_

Please check resources you are interested in using.

- Print Resources
  - ***Reference books*** \_\_\_\_\_
  - ***Periodicals (when available)*** \_\_\_\_\_
  - ***Encyclopedias*** \_\_\_\_\_
- Online Resources
  - ***AVL Databases*** \_\_\_\_\_
  - ***Selected Websites\**** \_\_\_\_\_
  - ***Search Engines*** \_\_\_\_\_
  - ***Citation Help*** \_\_\_\_\_

Please attach a list of the sites you would like for students to use. I will then create links to these sites from our library OPAC and from our school Website. Should you need assistance identifying Websites appropriate to your research needs, I will be glad to pull these together for you. ***If you would like assistance in identifying Websites, please check here*** \_\_\_\_\_.

In order for our students to successfully master our objectives, they may require a little front-loading when it comes to information literacy skills. Students expected to use print/non-print resources for research may need instruction in effectively pulling information from and taking notes from such resources in addition to correctly citing those sources. We will want to be sure to plan on time to incorporate these skills into our library time together if students are not already proficient. ***If you feel your students need a lesson on information literacy skills, please check here*** \_\_\_\_\_.

