

San Bernardino Valley College
Request for Student Library Orientation

Instructor: _____ Phone: _____

Class: _____ Appx. number of students: _____

Date Desired: _____ Time _____: _____ a.m. / p.m.

Please check the items desired

STANDARD ORIENTATION

- Distribution of Library Handbook
- Demonstration of the OPAC (Online Public Access Catalog)
- Demonstration of the Online Databases
- Overview of the Readers' Guide
- Distribution of SBVC Library WorkSheet

EXPANDED ORIENTATION

- Tour of the Library
- How to Obtain Library Cards
- Distribution of a list of sample subject headings on the following topic(s): _____

- Overview of encyclopedica, dictionaries, indexes, and/or other reference sources in the subject discipline of the course
- Overview of periodicals in the subject discipline of the course
- Overview of specialized periodical indexes relevant to the subject discipline of the course
- Brief introduction to the Internet

"HAVE IT YOUR WAY" ORIENTATION

- Forget the rest - just show my class:

Please make your reservations a least one week in advance
Instructors must accompany their classes during the tour.
