

DAR AL-HIKMAH LIBRARY INFORMATION LITERACY INSTRUCTION REQUEST	
REQUESTOR'S INFORMATION	
Name: _____	<input type="checkbox"/> Individual <input type="checkbox"/> Group of _____ persons
Matric/ Staff No.: _____	Date Preferred*: _____
Prog./ Dept./ Year of Study: _____	Time Preferred*: _____
H/P No. / Ext. No.: _____	Email: _____
Note: *Subject to discussion with the instructor	
REQUESTOR'S NEEDS	
Requested module:	
Please mark <input type="checkbox"/> the module(s) of your choice:	
<input type="checkbox"/> Basic Library Skill	<input type="checkbox"/> Advanced Library Skill (Undergraduate)
<input type="checkbox"/> Advanced Research Skill (Postgraduate)	<input type="checkbox"/> Reference Tool(s) _____
<input type="checkbox"/> Legal Research Skill	<input type="checkbox"/> Library Tour
Skill level on the chosen module(s)	
<input type="checkbox"/> Basic	<input type="checkbox"/> Intermediate
<input type="checkbox"/> Advanced	<input type="checkbox"/> Mixed
Description of assignment or research topic:	
Please describe the nature of the assignment you are working on (i.e. class assignment, thesis). Please provide topic of the assignment/paper. (if any)	
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Learning Outcome:	
What learning outcome do you expect (If any)? Please be as specific as possible.	
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Requestor's signature: _____	Date of request: _____
Note: Thank you for your request. Please expect a response within 3 working days. If you have any questions, you may contact your liaison librarian for further assistance.	

For office use:	
Received by: _____	Date received: _____
Fulfilled <input type="checkbox"/>	Not Fulfilled <input type="checkbox"/> Reason: _____
Librarian In-charged of Module: _____	Confirmed Date/Time of Module: _____
Date Notified Requestor: _____	