

DAR AL-HIKMAH LIBRARY  
INFORMATION LITERACY INSTRUCTION REQUEST

REQUESTOR'S INFORMATION

Name: \_\_\_\_\_  Individual  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  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)

- Basic  Intermediate  Advanced  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)

**Learning Outcome:**

What learning outcome do you expect (If any)? Please be as specific as possible.

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  Not Fulfilled  Reason: \_\_\_\_\_  
Librarian In-charged of Module: \_\_\_\_\_ Confirmed Date/Time of Module: \_\_\_\_\_  
Date Notified Requestor: \_\_\_\_\_