

# How to Request Instruction

Library Resources Instruction is available for all DMHS Staff and classes. Contact the Librarian Instructional Specialist to schedule a one-on-one appointment to discuss how library resources and instruction could enhance student learning and research. All instruction is modeled around your assignment and goals for student learning.

## CONTACT INFORMATION

**Christina Hicks**  
Librarian Instructional Specialist  
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480.312.6106

## PLEASE PROVIDE

- 5 Days of Notice Prior to the Date of Instruction
- Your Name and Department Name
- Your Class Titles and Grades
- The Assignment (E-mail Attachment or Physical Copy)
- Desired Areas of Instruction (Databases, Citation, Downloadable Apps, etc.)
- Dates and Times/Periods
- Questions, Comments, Concerns, Ideas

## SELECT AND RESERVE A LOCATION

- Library Classrooms and Library Computer Stations
  - Make your reservation at least 5 days in advance or call the Information Desk to let them know of your reservation. 480-312-26106
- Computer Labs
- Your Classroom