**FORM: LB/01/ODU - On-Demand User Orientation**

## On-Demand User Orientation Request Form

## *(To Schedule a library orientation session)*

**Important Notices:**

* Users can place a request can be made through concerned Faculty Library Representative (FLR) only.
* Arrangements for the session must be made by the FLRs by sending this Request Form at least two days prior to the session date.

Name of the Requestor:  

Roll No.:  Department:  

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Faculty Library Representative (FLR) Name:  

Employee Code:   Department:  

Phone: Ext.  

Course Name.  

Approx. No. of Students:  

Orientation Required On:  Time:  

Instructions to be focused on (Please Select):

General Information: Ex: About Library and its Services, Arrangement of library material, Library hours, rules, etc.

Research/Project Support Services: Ex: Databases, E-Journals, Scopus, Turnitin, Grammarly, etc.

**For more information/queries, Please contact:**Mr. D. P. Tripathi, Ext: 2110

Asst. Librarian - DRC-SIC

**FOR OFFICE USE ONLY**

Session Scheduled on: Time:

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