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Sent: Wednesday, August 29, 2018 9:47 AM

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Subject: Library Research Request Form

Dear Next Phase Faculty,

Attached is a fillable PDF developed by our librarians (copied in this e-mail) for you to request research from the library to help your students with classwork and assignments. Some things to note:

- This is a form to be used by instructors, not students. Please feel free to submit a form for each assignment for which your students will need supplemental readings/research.
- Please allow us a 3 day turnaround time.
- Submit your form via email to reference@norcocollege.edu.
- We will send you a Google Drive folder link with materials that match your request.

In addition, the librarians at the CRC have been given full access to our subscription databases in order to assist students there as well. Should you have any questions about the process, or if you need any other assistance from the library, don't hesitate to email reference@norcocollege.edu or call x7115.

Thank you!

Damon Nance, MLIS

Dean, Technology and Learning Resources

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