

Research Consultation Form

The Reference Department offers a consultation service open to Delta State University faculty, staff, or students who need assistance identifying and using print and electronic resources available in Roberts-LaForge Library. **This service is designed for those with in-depth questions who would like to talk one-on-one with a reference librarian.**

Use this sign up form to schedule an appointment with a reference librarian. Appointment times are available from 8am – 9pm, Monday – Thursday; 8am – 3pm, Friday; 10am – 4pm, Saturday; and 2pm – 9pm, Sunday.

Appointments must be made at least 24 hours in advance.

***Required information**

***Name:** _____

***Email:** _____

***Phone:** _____

Status: ☐ Student ☐ Faculty/Staff

Best times to meet (please give two choices – for example Tuesday at 10:00 or Thursday at 2:00)

Appointment time 1st Choice: _____

Appointment time 2nd Choice: _____

If you wish to schedule a consultation with a specific librarian, please check the appropriate box:

- ☐ Ann Ashmore (Reference/Instructional Services)
- ☐ Cindy Beardsley (Reference/Instructional Services)
- ☐ Michael Mounce (Reference/Instructional Services)
- ☐ David Salinero (Government Documents/Reference/Instructional Services)

What class is the consultation for? _____

Please describe your topic or project in detail, please be as specific as possible.

Please fill out this form as completely as possible and return it to the Reference Desk. A librarian will contact you to set up your appointment.

Keep in mind a reference librarian will be available 7:30am - 10pm, Monday –Thursday; 7:30am – 4pm Friday; 10am – 5pm, Saturday; and 2pm – 10pm Sunday for consultation. The purpose of scheduling a one-on-one appointment allows for a more in-depth interaction with a reference librarian.