



HERGUAN UNIVERSITY

Library Attendance Form

This form is for students who take research classes. Students are required to spend at least 10 hours doing research in a local library and to ask the librarian to sign this form. Students are required to submit a softcopy of their assignments and scan this Library Attendance Form to professors and hard copy to Academic officer at the end of semester. If student doesn't submit the library attendance form at the end of the class on-time, students will not receive a grade for this class from their professors.

LAST NAME: _____ FIRST NAME: _____ STUDENT ID: _____

SEMESTER: _____ COURSE NUMBER: _____ PROFESSOR NAME: _____

No	Date	Library Name	Library location	Hour	Librarian Name	Librarian Signature and email address
1						
2						
3						
4						
5						

Total Hours						
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Request the Librarian to volunteer and help the student to sign this library attendance sheet. Thank you and we appreciate your time.

Scan this form & email to: Hgu@herguanuniversity.org and CC to your professor as well.