TECHNOLOGY ONE-ON-ONE POLICIES

The purpose of technology one-on-one sessions is to address questions pertaining to 21st century technology. During this educational session, the Instructional Technology (IT) Librarian will teach best practices for technology use as well as strategies for continued, independent learning.

Topics may range from basic skills with computer hardware (e.g. turning on the device, mousing, etc.), to more advanced software or internet questions (e.g. using formulas in Excel, programing styles in Word, etc.). Please review the following list of policies and procedures before signing up for a technology one-on-one session.

- Patrons should register for one-on-one time slots prior to the session
    o The registration sheet will be available at the Circulation Desk
    o Patrons my sign up for sessions several weeks in advance.
    o Walk-in sign-ups immediately prior to vacant time slots are permissible
    o Walk-ins who arrive in the middle of a vacant time-slot will be served until the beginning of the next time-slot

- Sessions are 30 minutes each; only one patron at a time will be served during each time slot.

- If a patron fails to show up or contact the library within the first 10 minutes of their session, their time slot will become available for walk-in patrons.

- Patrons may not book more than one session in advance; if subsequent time slots are free after the booked session is over, the tutor and patron may agree to extend the lesson.

- Patrons are strongly encouraged to bring their own devices, especially when seeking help with a device that is not available in the library. However patrons my also seek help with available library technology.

- Patrons are advised to bring their own USB drives to save their work, especially if using a library computer.

- To maximize the efficiency of the session, it is strongly recommended that patrons come prepared with specific questions.

Contact Ruth Quiles with questions about this program by emailing