

# **Get help from your friendly librarian!**

Submit this form or call us at 828-652-3858 to schedule an appointment.

### What is Book A Librarian?

Book A Librarian is a one-on-one help and skill-building session that is scheduled by appointment with a staff member. This free service is best used for complicated questions that require time beyond the general assistance and for more in-depth instruction on how to use some devices, the library's catalog, databases, digital resources, and the Internet.

# What help and skill-building are provided?

Typical Book a Librarian sessions may include:

- An overview of library collections and services and the Web site.
- Introduction to the library catalog how to find a book, music, a movie, request books from another library, set up and manage your account.
- Research a topic using the library's online databases.
- Download eBooks, eAudiobooks, and eMagazines and other content from our website.
- Computer Skills.
- Using a mouse, keyboarding.

- Creating and managing files and folders.
- Setting up and using an email account.
- Internet basics, browsers, social media.

## Is there any kind of help I can't get?

We cannot offer advice (except to advise you of reputable sources of evaluative information) or provide data entry for medical, legal, financial, business or personal transactions (contracts, agreements, enrollments, applications, online purchases, travel bookings, etc).

### How do I schedule a session?

Complete the form with as much information as possible. Let us know what you would like help with and what day and time of day is most convenient for you (evening and weekend appointments may be limited). We will get in touch with you to discuss your topic and to schedule a session as soon as possible. We require at least three (3) business days advance notice.

## I need to cancel my session. What's the best way to do this?

Call the McDowell County Public Library at 828-652-3858. We will help you reschedule your session.

# **Book A Librarian**

Need help? Fill in the form below and a staff member will contact you to schedule a 30-minute appointment. We can help assist you in finding the right resources to answer your questions. Appointments are free.

Name:			
First		Last	<del></del>
What's	the best way to reach y	ou?	
Email:			
Phone:			
What c	an I help you with?		
] ] ]	☐ Computer Technology☐ eReaders, eBooks, Do☐ Genealogy☐ General Reference	•	<ul><li>☐ Educator Support</li><li>☐ What should I read next?</li><li>☐ Business Information</li><li>☐ Job Search Information</li></ul>
What o	lays and times generally	work best for you?	
Is there	e anything else you'd like	e to tell us?	