



Book a Librarian

One-On-One Help with technology or learn how to find information.

The sessions are for adults, they are 45 minutes and scheduled Monday-Friday. This is a reference service designed to guide you in the best use of our collection and informational resources.

Please fill out the form completely. A staff member will contact you to schedule an appointment.

Appointments are limited to one session per month per person.

Name _____ Phone # _____

Email _____

Preferred Appointment Time: Morning Afternoon Evening

Location:

Circle One Hampton Memorial Library Village Library Central-Clemson Library Sarlin Library

Select **One** Topic: Due to the limited time of the appointment, we can only work on one topic per session.

- Computer Basics
- Internet Basics
- Tablet *or* Smartphone Basic Navigation
- eBooks/ eAudiobooks
- eMagazine
- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel
- Social Media Basics
- Email Basics
- Find Info w/ databases
- Genealogy / Local History *Bring names / dates for ancestors.*
- Other: _____

Device: Will you be bringing your own device?

- No, will use library computer Yes, my device is a _____

SOME THINGS WE ARE UNABLE TO HELP WITH:

- WE DO NOT PROVIDE MEDICAL, LEGAL, TAX, BUSINESS ADVICE OR OPINIONS.
- WE CANNOT ASSIST WITH FINANCIAL TRANSACTIONS.
- WE CANNOT TYPE OR PROOFREAD YOUR DOCUMENTS.
- WE DO NOT OFFER TECHNICAL SUPPORT OR TROUBLESHOOTING EXCEPT FOR LIBRARY RESOURCES.

This list is not exhaustive and appointment requests may be declined for additional reasons.

If your request is declined, we will do our best to suggest other resources.

Appointments will be assigned to staff based on availability and expertise, not by request.

Received by: _____ (Staff initial) _____ (Date)

Pickens County Library System

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