

Book-a-Librarian Request Form

Staunton Public Library

Submit your request for an appointment. Please allow 1 - 3 days for a response.

Name: _____

Phone/Cell Number: _____

Email: _____

Date Today: _____

Do you have a Staunton/Augusta/Waynesboro Library Card? ☐ Yes ☐ No

Library Card Number: _____

Please select one topic to cover during your session. Possible topics include:

- | | |
|--|---|
| ☐ Setting Up Email | ☐ Book Suggestions |
| ☐ Downloading eBooks & More | ☐ Researching Beyond Google |
| ☐ Job Search, Applications, & Resumes | ☐ Basic Computer Instruction |
| ☐ How to Print Tax Forms | ☐ Proctor an Exam |
| ☐ Library Catalog or Microfilm Reader | ☐ Other – Explain Below |

Please provide more detailed information on what you want and what device you use:

Please give us 3 possible times for meeting with you. Most sessions last 15-30 minutes.

1st Choice: Date & Time _____

2nd Choice: Date & Time _____

3rd Choice: Date & Time _____

Please note that we are unable to assist with some situations such as:

- computer troubleshooting, except when it involves library resources
- setting up a laptop
- credit card or money transactions
- tasks that involve confidential information
- typing or proofreading documents
- providing medical, legal, or business advice or opinions

Additional appointments can be requested with a maximum of two appointments per month.

For Staff Only:

Date & Time of Scheduled Session: _____

Staff Member Assigned to the Session: _____

Actual session length: _____

Notes: