



# Technology Tutor Request Form

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Library Card #: \_\_\_\_\_

Will you be bringing your own computer/device to the appointment?  Yes  No

### Select the days and times you are available for tutoring.

	Morning (between 10AM & 1PM)	Afternoon (between 1PM & 5PM)	Evening (between 5PM & 7:30PM)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

### Technology Tutor Topics

*Please choose 1 topic for this session. Future appointments can be made for additional topics.*

- \_\_\_\_\_ Beginning computer skills (mouse skills, saving & finding files, Internet searching, etc.)
- \_\_\_\_\_ Creating an email account
- \_\_\_\_\_ Introduction to Microsoft Office (check 1):  MS Word  MS Excel  MS Publisher
- \_\_\_\_\_ Introduction to Windows 8/10
- \_\_\_\_\_ Introduction to tablet/smartphone. Please specify brand/model: \_\_\_\_\_
- \_\_\_\_\_ Downloading e-books to a device. Please specify brand/model: \_\_\_\_\_
- \_\_\_\_\_ Registering for library programs online
- \_\_\_\_\_ Using online library databases. Please specify: \_\_\_\_\_
- \_\_\_\_\_ Become certified to use 3D printer
- \_\_\_\_\_ Using the HPL app on your smartphone or tablet
- \_\_\_\_\_ Using Hoopla
- \_\_\_\_\_ Using Freegal to download music
- \_\_\_\_\_ Using Flipster to download magazines
- \_\_\_\_\_ Downloading pictures from \_\_\_\_\_ to \_\_\_\_\_
- \_\_\_\_\_ Using Social Media (check 1):  Facebook  Pinterest  Twitter
- \_\_\_\_\_ Other: \_\_\_\_\_

***Please allow up to 1 week for a librarian to schedule an appointment.***

*Staff Use Only:*

Call #1: \_\_\_\_\_ Call #2: \_\_\_\_\_

Contact Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Appointment Date: \_\_\_\_\_ Appointment Time: \_\_\_\_\_

Tutor: \_\_\_\_\_  Google Calendar  W2W  Reminder Call