Lab Hours Tech Times

Purpose:

To assist the community with technology needs, teach basic use of devices, and prepare individuals for solo use of technology.

Hours:

Monday	1:00pm-4:00pm
Tuesday	9:00am-12:00pm
Wednesday	9:00am-12:00pm
Thursday	1:00pm-4:00pm

Policy:

- Sessions are drop-in style and first come, first serve. No need to schedule ahead.
- Sessions can be no longer than 1 hour. Max of 4 sessions per patron, per month.
- Librarian only assist with the following:
  - Library resources
  - Computer basics
  - Internet/Web usage
  - Email/Office 365
  - Device usage
- Patron must choose between the following:
  - Learn on a Public Library Desktop PC Computer
  - or Bring Your Own Device (laptop, tablet/kindle, smartphone)
- **Sessions are meant for teaching; librarians cannot do any work <u>for</u> patrons.**
- Librarians CANNOT help with: legal, medical, financial advice, including taxes, unemployment, and social security.
- Sessions are one-on-one, no additional people may join unless approved by librarian.