Guiding Ohio Online

Getting to Know Your Library: Resources and Logistics

Resources

To be effective, what are some supplies that I will need to conduct computer classes or provide one-on-one assistance? (Examples: pens, copy paper, etc)

Where can these supplies be obtained? If more are needed, how can that be accomplished?

Are there other staff members that can help me with computer training? What are their roles? (Example: Steve the facilities manager can assist with meeting room set up)

How many hours per week or per month does each person have available?

What facilities and equipment are available in the library? *Example: Meeting rooms, projectors*

What facilities and equipment are available in the community? *Example: Public wireless network and meeting room spaces in the town hall*

Are there any funds available for training? If so, should those funds be used? *Example: $25 monthly for photocopies of handouts*

What patron resources for assistance, including how-to documents and tutorials, is the library already offering on its website?

Who maintains those and how often are they updated?

Logistics

If your desk is in a public area, consider how the space should look to the public. What are some important items to consider?

What type of instruction has the library offered in the past? *Example: Classroom, individual appointment*

What worked best about those classes?

What was a challenge or a lesson that you learned?

What time of day have computer classes historically been held?

Has that time worked? Why or why not?

How do I schedule a meeting room and/or equipment?

How do patrons register for events?

Will that work for computer classes?

What would work best for one-on-one instruction?
- ☐ Drop in Hours
- ☐ Scheduled Appointments

☐ Other

Expectations

What topics for technology training do you think are the most important to the community?

Are there policies and/or procedures for technology instruction that I should be aware of?

Let's discuss when our first class or one-on-one interactions should begin.