

Policy Statement

The Comstock Township Library offers the Book-A-Librarian service to Comstock library card holders. This one-on-one lesson strives to familiarize patrons with their technology devices through individualized attention.

Regulations

1. Patrons must make an appointment with a librarian and are allowed a lesson of up to one hour a week.
 2. If a patron is unable to make their appointment, they must notify the librarian. Failure to do so will result in a ban from this service.
 3. Librarians will teach patrons the basic skills of operating a computer, including email, Word, Excel and Publisher. In addition librarians will assist patrons in using the digital scanner to preserve their family history, transferring VHS to DVDs, how to operate tablets, download e-readers, etc.
 4. Librarians are not responsible for fixing hardware on the patron's devices. There is a list of tech service centers at the adult reference desk. Appointments will be made with the appropriate staff member as work time permits.
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Approved: March 2016
Comstock Township Library Board of Trustees