**Tech Tutor Guidelines**

Updated July 31, 2024

The Henrietta Public Library offers one-on-one, 30-minute long “tech tutoring” appointments. During a tech tutoring appointment, you will meet with a Henrietta Public Library staff member to focus on **one** topic, related to a specific device, application (app), or technology skill. All appointments will be held in-person inside the library. A patron may only make 1 appointment per week.

**What types of tech help is available through a tech tutor:**

* Using Libby on any device
* Setting up an email address
* Basic social media questions
* Using Microsoft Office or Google Drive products
* Downloading apps onto a smartphone/tablet
* Basic smartphone help
* Using Zoom
* Transferring files from phone to computer or another device

**What tech tutors cannot help with:**

* Computer lessons/introduction to what a computer is
* Listing items on an online marketplace (i.e. Etsy, eBay, Facebook Marketplace)
* Creating an animated video
* Taxes, resume/cover letter help, proofreading, legal documents
* Using or setting up a device at home

**How to book a tech tutor appointment:**

* [Schedule a Tech Tutor on our website](https://hpl.libcal.com/appointments), call 585-359-7092 to make an appointment, **or** ask a staff member in person at the library.
* Be specific about the help that you need. This will help the tech tutor be prepared and the session will go more smoothly.