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Henrietta Public Library
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Tech Tutor Guidelines

Updated May 28, 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.

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](#), 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.