

# COMPUTER TUTORS



**@ Your Library**

**A Pilot Program of the  
Paris-Bourbon County Public Library**

**701 High Street, Paris KY 40361 – (859) 987-4419**

**Mark Adler, Director**

**Mona Proctor, Technology Manager**

# Calling All Ages: **FIND a Computer Tutor** **@ Your Library !**

*Is it time to “mouse around” and practice your keyboarding skills? Update your résumé for a new job? Publish a newsletter or write a term paper? Want to set up a free e-mail account and receive photos from family and friends? Ready to switch to a digital camera? Need to learn Word, Excel, PowerPoint, or other software?*

The Paris-Bourbon County Public Library is now offering a pilot program providing individual computer tutoring services, personalized to meet the needs of each student. This pilot project allows you to schedule an appointment with a volunteer tutor who will work with you personally on developing the computer skills you need.

Topics are limited to programs already installed on library computers, database searching, and Internet use – at beginner and intermediate levels. Tutors will work with one or two students at a time and coach the student through hands-on exercises using library computers. Instructional materials provided by the library may include books, handouts, software, videos, and online resources.

Tutoring sessions may last from 30 minutes up to a couple of hours at a time. Possible topics include, but are certainly not limited to:

- Mousing and keyboarding skills.
- Introduction to Computers and Windows XP.
- Microsoft Word, Excel, Publisher, Powerpoint.
- Internet / World Wide Web.
- Free web-based e-mail.
- Using the library’s online catalog.
- Internet search engines – tips for effective searching.
- Online databases at the Kentucky Virtual Library web site.
- **PLUS: “Learn-A-Test” setup and guidance sessions!**

# Call for Volunteers: **BE a Computer Tutor** **@ Your Library !**

Are you willing to share your computer skills by becoming a “**Computer Tutor Volunteer**” @ Your Library? This new pilot program depends on the generosity of community members willing to become involved in this very rewarding work. Students and tutors will be matched according to availability and abilities. *You don't have to be an expert to be a tutor* – you just need to know more than your student about the topic at hand! Tutoring guides, handouts, books, and other suggestions will be provided to help you be an effective tutor.

**Volunteer Responsibilities** – assist the library staff with serving the public and public relations by:

- instructing library patrons in the use of the library's public computers.
- sharing knowledge of library computer software programs.
- answering questions concerning computer use.
- increasing the use of the library's public computers.
- working with patrons on a one-to-one basis using the computers, reference books, online resources and other materials at the library.
- increasing patrons' confidence and willingness to utilize computers, computer software, books, online tools, and other materials.

**Volunteer Qualifications:**

- a strong desire to serve the public, especially adults.
- a dedication to team work and customer service.
- ability to act professionally.
- ability to read and write.
- ability to act independently and follow instructions.
- knowledge and familiarity of the library's computers and software.
- proficiency in mousing and keyboarding skills.
- knowledge of library's public computer policies.
- good oral and written communication skills.
- ability to keep appointments with computer students.

# Questions about Requesting a Tutor...

## **How much do I need to know BEFORE I come to a tutoring session?**

Not a thing. Sessions are geared to your individual level of need, so if you're a beginner, the tutor will begin at the beginning. Some topics will have prerequisites, though – if you want to use the Internet and do e-mail, you need to be comfortable using a mouse and know a little bit about Windows first.

## **I'm not a beginner, but I'd like to know more about...**

If you have specific questions or just want to know more about a topic, be very specific on your application form and we will try to find the right tutor for you.

## **I can only come at a certain day or time... and may I bring a friend?**

Appointments will be scheduled in advance during the library's normal hours of operation. You tell us when you can come, and we'll try to find a tutor who can be here at the right time. The length of individual tutoring sessions may vary from 30 minutes up to two hours. Babysitting services are NOT provided, so please make appropriate arrangements for your children during the tutoring session. You may bring ONE friend or relative to share the tutoring session.

## **Can the tutor come to my house and show me this stuff on my own computer?**

Not as part of this library-sponsored program. Most tutors will prefer to work at the library, so please don't put them in the awkward position of turning down your request for help at home. And as a courtesy to you, tutors are asked not to "solicit business" for other services to be provided outside of the library for a fee.

## **OK, what's the catch? Surely this is gonna cost me something...**

No – there's no catch, really. This program is completely free! The only thing we ask is that you submit an evaluation form after the tutoring is complete, and that you *consider* volunteering to tutor others – as you are able.

## **Is there a limit on how many tutoring sessions I may request?**

The sessions for this pilot program will be limited by the availability of volunteer tutors to fill the requests for tutoring we receive. In order to balance the requests and tutors, we may need to rotate tutors among students or ask you to wait a while until another tutoring session is assigned.

# Questions about Volunteering...

## **Do I need to be a computer expert?**

Not at all – you just need to know more than your student about the topic at hand.

## **When will I work?**

Hours will be arranged for you and your student(s) to meet at the library; volunteer tutors must agree to be available at least two hours per week. The length of individual tutoring sessions may vary from 30 minutes up to two hours.

## **What sort of students will I have? What sort of person should I be?**

All sorts of people who lack the basic knowledge and confidence to use a computer, or who need some specific help with a topic. Tutors need to be patient and methodical, with an interest in people as well as computers. You must be reliable and keep appointments as scheduled.

## **Will I get paid anything? Do I have to go into someone's home?**

This program is strictly an unpaid volunteer opportunity for tutors. Students are instructed to meet you at the library during regular hours of operation, and not to ask for home visits. In return, we ask you not to use this program as an opportunity to “solicit private business” for other services outside of the library.

## **But I'm not a “teacher” – how can I do this?**

The library will supply some instructional materials on your topic to help you get started, and you are free to adapt the lesson as needed. Just relax, talk to your student, and explain what he/she wants to know. It may be simply how to send and receive e-mail, produce a resume, or write a letter; tell them how you would do it. You will not be competing with more formal computer classes; in some cases it may be appropriate to refer students to them.

## **Yes, I'd like to volunteer – what now?**

Submit an application form! You will be contacted by library staff to review your skills and availability, and to schedule a brief, informal “tutor training” session. Tutoring appointments will follow, generally made at least one week in advance. You will also be asked to submit a monthly tutoring report to help the library evaluate the Computer Tutor Volunteer program.

# What is Learn-A-Test?

Learn-A-Test is a tool to help you learn – an online, interactive resource that can help you reach your academic and career goals by learning exactly what you need to know, how to pass the exam and go on with your career or studies. Your Paris-Bourbon County library card entitles you to **free** unlimited Internet access to this commercial site for practice tests that are based on the official exams. NOW you can request a tutor to sit down with you, walk you through the sign-up process, and help you get started.

Learn-A-Test offers:

- Online practice tests that are true previews of the official exams.
- Instant scoring and individual analysis to help you improve your test scores.
- Explanations of both right and wrong answers to promote understanding and retention.
- Unlimited access to exams.
- The ability to proceed at your own pace.

Practice tests are added frequently... here are just a few:

- Adult Basic Skills Refresher: Reading, Math, Grammar, Vocabulary, Spelling
- ESL/Spanish Basic Skills Program – created just for Spanish speakers who are interested in improving English language and math abilities.
- Civil Service, Federal Clerical, and Postal Worker Exams
- Cosmetology Licensing Exam
- EMT Basic, Paramedic, and Firefighter Exams
- Law Enforcement Exams, including Border Patrol, Corrections Officer, Police Officer, Police Sergeant, and Treasury Enforcement Agent
- Military – ASVAB (Armed Services Vocational Aptitude Battery)
- Real Estate – sales and broker tests
- U.S. Citizenship test
- Graduate School entrance – GRE and GMAT
- Teaching – CBEST and Praxis I – PPST

Learn-A-Test is only one of the many online resources and other instructional materials available to you through the library.

# BE a Computer Tutor!

## VOLUNTEER FORM

1. Your Name: \_\_\_\_\_

2. Phone Number and Best Time to Call: \_\_\_\_\_

3. E-mail address? \_\_\_\_\_

4. What topics would you like to tutor? What is your own skill level in these topics?

5. Have you tutored or taught students before? If yes, please explain.

6. Please provide the name, address and phone of two local (Bourbon County) references:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. When *might* you be available for tutoring? (Assuming at least one week's notice in advance - check all that apply.)

DAY:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

TIME:  10am-12noon  12noon-2:00pm  2:00pm-4:00pm  4:00pm-5:30pm

Evenings: (Tuesday/Thursday only)  6:00pm-8:00pm

*Preferred / First Choice Day and Time* \_\_\_\_\_

Return this form to the Paris-Bourbon County Library, 701 High Street, Paris KY 40361  
OR call (859) 987-4419, x107 – OR sign up online at [www.bourbonlibrary.org](http://www.bourbonlibrary.org)

# FIND a Computer Tutor!

## REQUEST FORM

8. Your Name: \_\_\_\_\_

9. Phone Number and Best Time to Call: \_\_\_\_\_

10. E-mail address? \_\_\_\_\_

11. How soon do you need this tutoring session? Is there a deadline? \_\_\_\_\_

12. With what do you need help? Please be as specific as possible...

13. What is your skill level at this point?

14. Do you have basic Windows skills, such as using a mouse?

15. Would you like to bring a friend to your tutoring session(s)?

Friend's name: \_\_\_\_\_

(Limit two students per tutoring session.)

16. When *could* you attend a tutoring session? (Assuming at least one week's notice in advance - check all that apply.)

DAY:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

TIME:  10am-12noon  12noon-2:00pm  2:00pm-4:00pm  4:00pm-5:30pm

Evenings: (Tuesday/Thursday only)  6:00pm-8:00pm

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