

# Using Meet with a Librarian

Step 1:

Go to the library homepage <https://library.samford.edu>

**Articles & Databases** | **Research Guides** | **Books & Media** | **Journals**

**Multi-Search**  
Search across several databases and Samford Libraries Catalog to find articles, books, newspapers and more.

Keyword  **Search Multi-Search**

**Limit Your Results**

Full Text (Online)  
 Scholarly (Peer Reviewed Journals)  
 In the Libraries

[Multi-Search Advanced form](#)  
[Guest Access](#) \*limited features  
[A-Z Databases & Trials by title](#)  
[Systems Status alerts](#)

## Library Quick Links

Bookings	Students	Faculty
		
Meet with a Librarian ▶	Course Reserves ▶	Create Course Reserves ▶
SC Appointment 1 ▶	Online Education ▶	Request Instruction ▶
SC Appointment 2 ▶	Print, Copy, Scan ▶	Databases by Title ▶
SUL Bookings ▶	Research Guides ▶	Document Delivery ▶
		Publication Finder ▶

Step 2:

Scroll down to “Library Quick Links” and the box titled “Bookings”

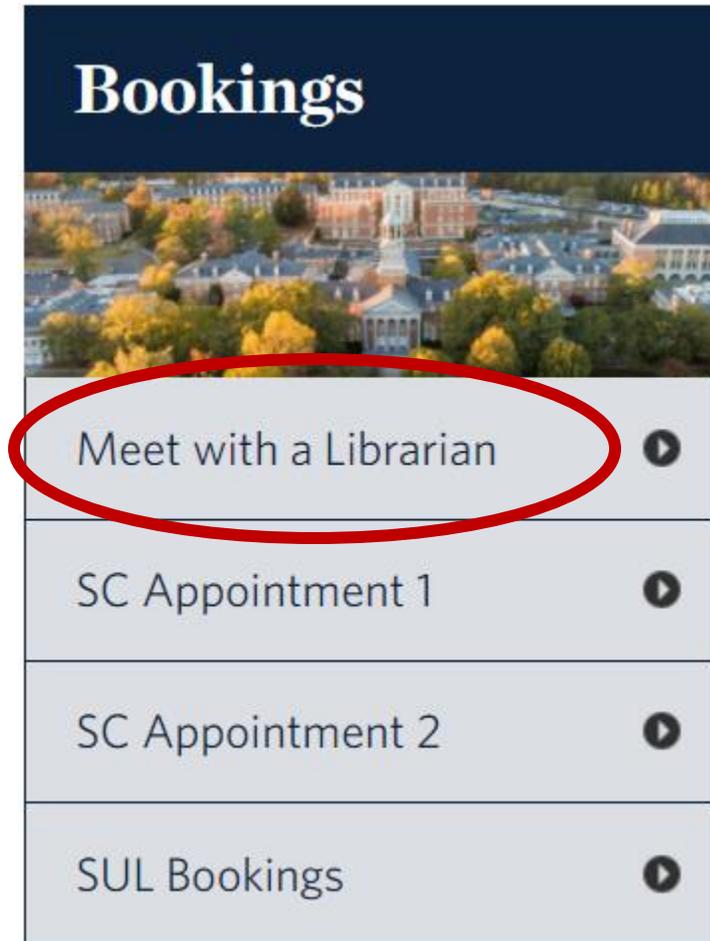
## Library Quick Links

Bookings	
	
Meet with a Librarian	▶
SC Appointment 1	▶
SC Appointment 2	▶
SUL Bookings	▶

Students	
	
Course Reserves	▶
Online Education	▶
Print, Copy, Scan	▶
Research Guides	▶

Step 3:

Select the “Meet with a Librarian” link in the Bookings menu.



Step 4:

Select the date you would like to meet using the calendar.

Samford University

# Samford University Library

Meet with a Librarian  
1 hour  
Free

June 04

< > June 2021

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Select staff (optional)

Anyone

11:15 am	11:30 am	11:45 am
12:00 pm	12:15 pm	12:30 pm
12:45 pm	1:00 pm	1:15 pm
1:30 pm	1:45 pm	2:00 pm
2:15 pm	2:30 pm	2:45 pm
3:15 pm	3:45 pm	

© All times are in (UTC-06:00) Central Time (US & Canada)

### Step 5:

Use the drop-down menu under “Select Staff” if you need or want to meet with a specific librarian. This step is optional if you don’t need or want to meet with a specific person.

Meet with a Librarian  
1 hour  
Free

June 04

< > June 2021

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Select staff (optional)

- Anyone
- Anyone
- Day, Lance Not available
- Young, Lauren Available
- Cooper, Sarah Available
- Waddell, Carla Available

2:15 pm      2:30 pm      2:45 pm

3:15 pm      3:45 pm

All times are in (UTC-06:00) Central Time (US & Canada)

### Step 6:

Select the name of the person you’re trying to book from the list. If it says “Not available” by the person you’re trying to book, then you’ll need to select another day on the calendar.

Step 7:

Once you've selected the librarian you're trying to book, the menu will give you a list of available times. If there's not a time listed that works for you, try another day or another librarian by changing the date on the calendar or using the drop down menu to select another librarian.

Select staff (optional)

 Cooper, Sarah 

11:15 am      11:45 am      12:15 pm

12:45 pm      1:15 pm      1:45 pm

2:15 pm      2:45 pm      3:15 pm

3:45 pm

Step 8: Once you have a time selected it will turn navy blue. You can then scroll down and include your contact information under “Add your details.”

< > June 2021

Select staff (optional)

Cooper, Sarah

Su	Mo	Tu	We	Th	Fr	Sa			
		1	2	3	4	5			
6	7	8	9	10	11	12	11:15 am	11:45 am	12:15 pm
13	14	15	16	17	18	19	12:45 pm	1:15 pm	1:45 pm
20	21	22	23	24	25	26	2:15 pm	2:45 pm	3:15 pm
27	28	29	30				3:45 pm		

All times are in (UTC-06:00) Central Time (US & Canada)

Add your details

Name

Email

Phone number

Address (optional)

Please let us know if you have any special requests. Thank you.

Notes (optional)

Provide additional information

Instructor's name, course number and title

Step 9: Once you've filled out your contact information and information about what you're working on, you can select the "Book" button at the bottom of the screen.

Provide additional information

Instructor's name, course number and title

UCCA 102 Dr. Brooks

What is the deadline for your assignment or project? (optional)

Assistance with research paper

SUID#

900000000

What are your research interests? Include any special requirements or source type needs/limitations. (optional)



Step 10: Once you've completed your booking, you will get a "Thank you for booking with us!" message and confirmation via email.

Provide additional information

or's name, course number and title

102 Dr. Brooks

the deadline for your assignm

nce with research paper

0000

e your research interests? Inc

/limitations. (optional)

**Thank you for booking with us!**  
You will get a confirmation message in email shortly



OK

Book

Step 11: Once you select okay, you can reschedule, cancel, or create a new booking from this screen.

The screenshot shows the Samford University Library booking interface. At the top, the Samford University logo is displayed. Below it, the text "Samford University Library" is prominently featured. The main content area is titled "Upcoming booking for Jane Smith". Underneath, there is a section for "Meet with a Librarian". On the left side of this section, there is a calendar icon, the date and time "Friday, June 04, 2021 11:45 am (1 hour)", a location pin icon, the text "Our office address", and a person icon with the name "Cooper, Sarah". On the right side, there are three buttons: "Reschedule", "Cancel booking", and "New booking". At the bottom, a note states "All times are in (UTC-06:00) Central Time (US & Canada)".

Samford University

# Samford University Library

Upcoming booking for  
Jane Smith

## Meet with a Librarian

  
Friday, June 04, 2021  
11:45 am (1 hour)

  
Our office address

  
Cooper, Sarah

[Reschedule](#)

[Cancel booking](#)

[New booking](#)

⌚ All times are in (UTC-06:00) Central Time (US & Canada)