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

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

Students

Course Reserves	⏵
Online Education	⏵
Print, Copy, Scan	⏵
Research Guides	⏵

Faculty

Create Course Reserves	⏵
Request Instruction	⏵
Databases by Title	⏵
Document Delivery	⏵
Publication Finder	⏵

Step 2:

Scroll down to "Library Quick Links" and the box titled "Bookings"
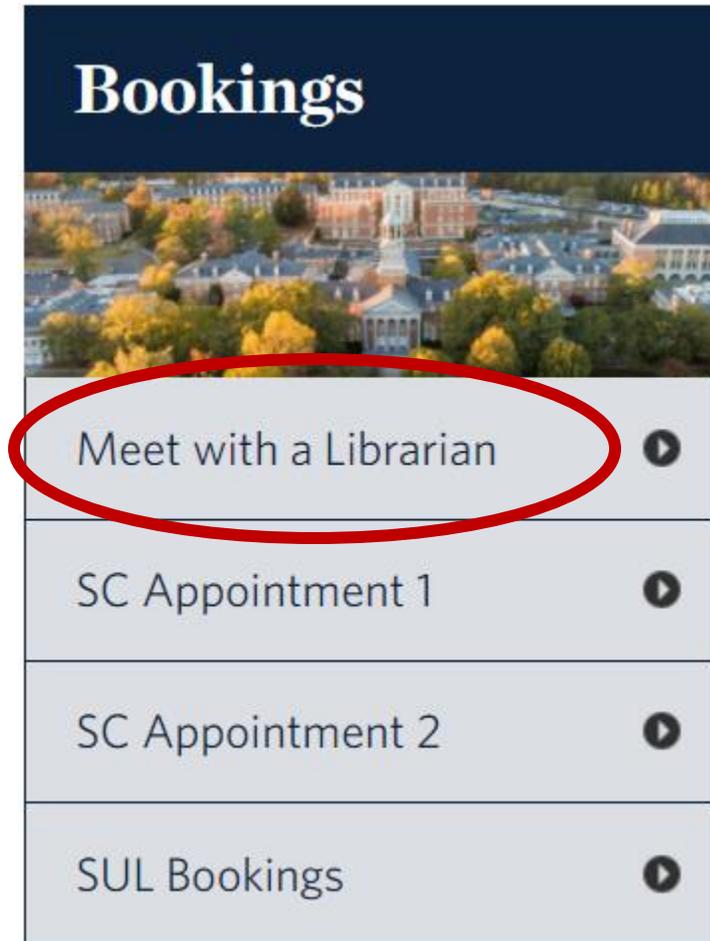
Library Quick Links

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.

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.

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)

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)

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11:15 am	11:45 am	12:15 pm
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2:15 pm	2:45 pm	3:15 pm
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)

Book

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

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

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)