



LA CROSSE PUBLIC LIBRARY

Appointments with a Librarian

So that we may give you more personalized assistance, we offer one-hour appointments with a librarian to help you with a variety of questions and problems. While we will try our best to schedule a meeting in our study room, we may need to meet in a more public space. Let us know if you require a more confidential setting. All appointments take place at Main.

Guidelines for service

- Appointments will be for one hour. If the librarian is available, your appointment may be extended to 90 minutes, but this is not guaranteed.
- Come with a specific goal in mind. We are unable to help with broad requests such as "I need to know how to use a computer."
- You can sign up for up to two appointments per month. If we find that we are unable to help you with a particular issue after three appointments, we may refer you elsewhere in the community. You are limited to 8 appointments in a calendar year.
- Librarians cannot answer questions that are best answered by legal, medical, tax, or other professionals. Nor can we provide "tech support," for your personal devices.
- Librarians are unable to complete work, write material, or fill out forms or applications for you.
- While we can help you with spelling, grammar, and formatting questions, we cannot provide proofreading or editing services.
- We are unable to honor requests to work with a specific librarian.
- The librarian reserves the right to end any appointment if it becomes apparent that the patron's needs are beyond the scope of this service.
- Requests for help with genealogy or local history will be referred to Archives staff.
- We require 48 hours notice for appointments and cannot take walk-ins for appointments longer than 15 minutes.

If you are unsure if your question fits in with our guidelines, ask, and we will determine if we can assist you. Call the Adult Services Desk at (608) 789-8191 or go to [our online form](#) to request your appointment.

05/31/2018