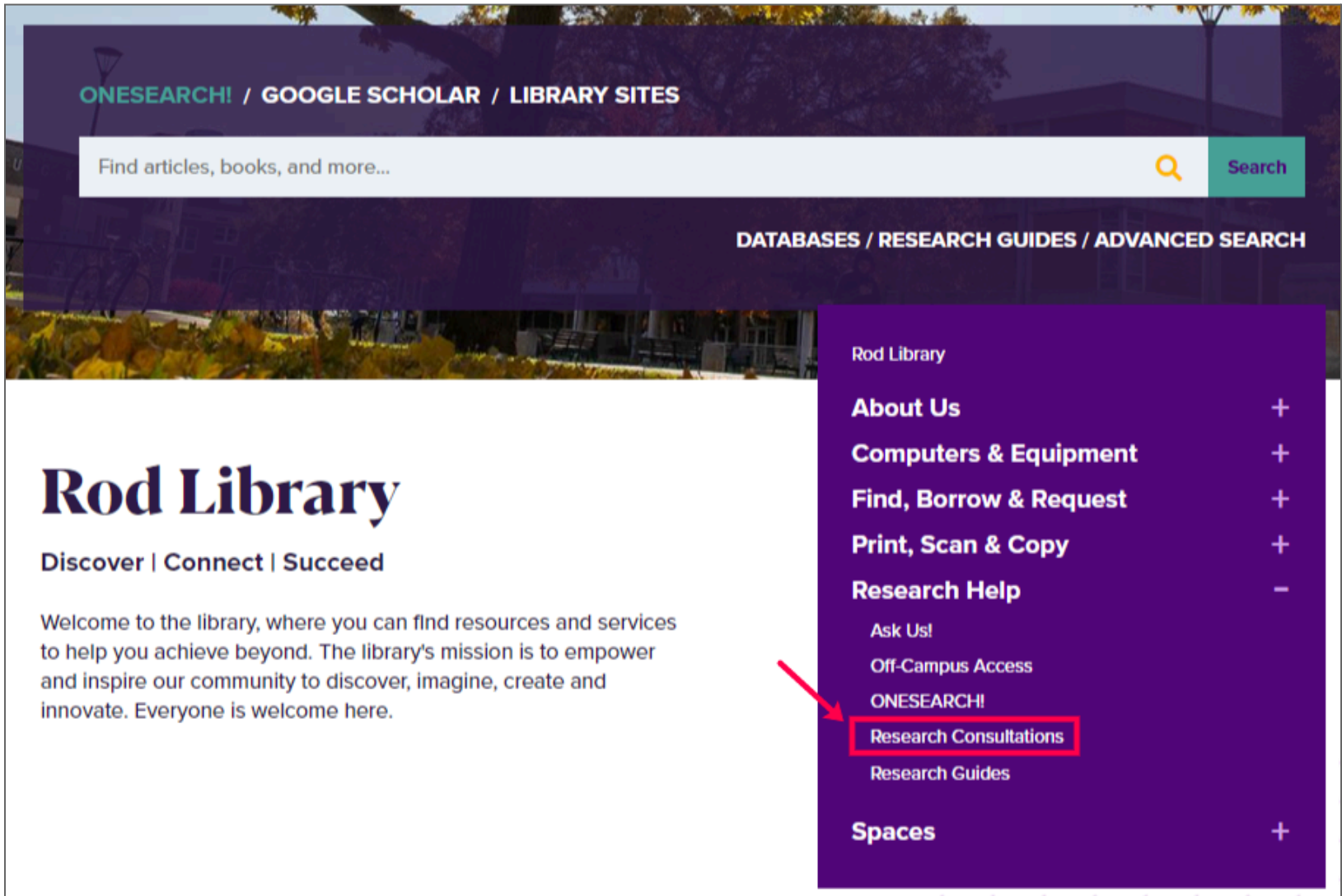


# How to Schedule a Research Consultation

1. Navigate to the [library homepage](#).
2. Select **Research Consultations** in the Research Help menu.



3. Select a **staff member, date, and time**.
  - a. Selecting "No preference" will provide the most scheduling options.
  - b. Clicking the blue information icon will provide more information about each librarian, including areas of subject expertise (e.g., Anne Marie Gruber provides advanced research assistance in Biology).

The screenshot shows the 'Make an Appointment' form for Rod Library. The form is titled 'Make an Appointment - Rod Library' and includes a dropdown menu for the library location. Below the title, there is a paragraph of instructions: 'Please fill out this form to schedule a research consultation (Zoom preferred, but other options are available). If you have any questions, please fill out the [email form](#) and we will get back to you promptly.'

The form is divided into three main sections:

- 1. Select a staff member:** This section lists 'Reference Librarians' and includes a dropdown menu. The 'No preference' option is selected and highlighted with a red box. Below this, there are three librarians listed: Anne Marie Gruber, HyunSeung Koh, and Eric Jennings, each with a blue information icon.
- 2. Select Date:** This section shows a calendar for August 2021. The date '23' is selected and highlighted with a red box.
- 3. Select Time:** This section shows the date 'Friday, August 13, 2021' and the time zone 'Central Time - US & Canada (change)'. There are two rows of time slots: '11:10am', '1:30pm', and '2:05pm' in the first row; '2:40pm' and '3:15pm' in the second row. The '1:30pm' slot is highlighted with a red box. A 'Continue' button is located at the bottom of this section.

4. Fill out the **Your Details form and select Confirm Appointment**. Once the appointment is confirmed, an email with the research consultation details is sent to the patron's email address.
  - a. Librarians customize their form and each may require different information.
  - b. If you are filling out the form on a patron's behalf, **verify their availability, name, and email**.

# Make an Appointment - Rod Library

## Appointment Details

Appointment with: Eric Jennings  
Date: Monday, August 23, 2021  
Start Time: 1:30pm  
Time Zone: Central Time - US & Canada  
Location: Rod Library

Change Appointment Details

Full Name \*  
Email \*  
Meeting topic \*

## Your Details

\* is required

Polly Patron

polly.patron@uni.edu

This is Claire filling out the form. Polly is a graduate student in social work looking for assistance with an assignment from Research Methods.

None

We aim to make consultations inclusive of and accessible to all patrons. If we can provide an accommodation to facilitate the consultation, please describe

Please check if you want to request a Zoom video conference rather than an in-person meeting.

Zoom video conference

Confirm Appointment