

# Teaching Patrons to Use Technology

## Patron Technology Instruction Audit

Take a close look at what types of patron technology instruction are provided at your library. Fill out the worksheet below indicating if your library offers it. If you work at a multi-branch system, you can opt to answer for your branch, for your entire system, or both.

All of these types of instruction refer to teaching patrons how to use technology. Some areas may overlap, so it is acceptable to mark any types that apply. If you provide a type of technology instruction that isn't listed here, please add it in the space provided at the end. If you have questions as you fill out this worksheet, email [crystal@kixal.com](mailto:crystal@kixal.com)

Name of library:		
Number of library branches/outlets:		
Type of technology instruction:	Offered at your branch? (Y/N)	Offered in your system? (Y/N)
At the reference/help desk		
Drop-in lab assistance		
One-on-one appointment		
Presentations about technology, but are not a class		
Programs that utilize technology, but are not a class		
Computer classes		
Makerspace or media lab instruction		
Mobile device instruction		
Instruction on how to use circulating technology (e.g. laptops, hotspots)		
Subscription online technology training resources (e.g. Lynda.com)		
Curated guide of online technology training resources (e.g. Libguide)		
Live online technology instruction (e.g. webinar)		
Tutorials or other online training developed by library staff		
Tip sheets explaining how to use technology		

Name of library:		
Instructional signage near library technology		