### WHAT KINDS OF QUESTIONS CAN I ASK MY PERSONAL LIBRARIAN?

The following questions were asked by iSchool students from previous years.

[http://uoft.me/personal-librarians](http://uoft.me/personal-librarians)

**HELP WITH USING INFORUM RESOURCES**
- Professor X has a textbook called ___ on reserve at the Inforum for course Y. For how long can students in the class borrow the book?
- Can I get some advice on accessing Inforum books?
- Do you have any MacBook Pro or MacBook Air laptops to lend out?

**HELP WITH USING INFORUM SERVICES**
- Do I sign up for all sections of an iSkills workshop (e.g. are they continuations?) or just the date that suits me?
- Are there any resources available to help me create a presentation worthy of an MI student? [THIS IS AN EXAMPLE OF A REFERENCE QUESTION]
- How can I find Harvard Business Review?
- How do I find scholarly resources on museums?

**HELP IN USING INFORUM FACILITIES**
- I have a presentation to make but I have lost my voice. Is there a way to get a microphone into the classroom?
- Where do I find the Inforum?
- I missed the tours. Can I meet with you to get an overview of the Inforum?

**HELP WITH USING UNIVERSITY OF TORONTO LIBRARY SERVICES**
- I am looking for a book with title ___ but only U of T at Mississauga has it. Is there any way to get the book to the Inforum or Robarts?
- How do I apply for jobs at the U of T Libraries?

**CONNECTING YOU WITH HELP FOR OTHER INFO NEEDS**
- How do I get help in creating a LibGuide?
- Do you have any information on job boards or job shadowing offered by U of T for students and/or alumni?

**CONNECTING YOU TO OTHER PEOPLE IN THE ISCHOOL**
- There is a new professor who introduced herself at the Assembly, but I forgot to ask for her email and phone. Since she’s new, there is no info about her on the website.
- I have a job interview coming up. Any tips on how to ace it? [REFERRED TO iSCHOOL CAREERS OFFICER]

**Other comments from previous years:**
- Encouraging to hear that there would be someone available to help navigate the U of T library system.
- Should schedule an appointment soon to ensure that I’m using the resources to my full advantage.
- I’m really glad to know about the PL program. It definitely helps ease some of the nervousness I have about the starting the new semester!
- I look forward to any professional advice you may be able to give.

— See over for more information
HOW CAN MY PERSONAL LIBRARIAN HELP ME?

We want you to feel **comfortable and confident** in your first year at the iSchool.

We believe that having one **contact person** to either answer your question, or direct you to the person(s) who can best help you, is a useful thing.

Here are **some of the ways** in which we can help:

- Make you **aware** of what Inforum services, resources, and facilities exist for your use.
- Answer questions about how to **use Inforum services**, e.g. finding course reserves, borrowing technology, selecting and registering for iSchool workshops, making research appointments, requesting material from other libraries, and much more.
- **Refer/connect** you with the appropriate staff person who can help with your question.
- Assist you with **assignments and papers** by helping you to find books and articles on your topic, and to develop effective search strategies and practices.
- **Save your time** by showing you how to efficiently and effectively navigate the wealth of resources provided by the [University of Toronto Library](http://www.library.utoronto.ca) system.
- Increase your **academic confidence** by demystifying research skills, and decoding library jargon.
- Connect you with **other iSchool resources and people** who may be of help with your projects and professional interests.
- Connect you with **other U of T Libraries resources and people** as well.
- Help you when you are **unsure about where to start**, or what to do next.
- Share our own **on-the-job experiences** as information professionals in a specialized academic library, and as former iSchool students.

Inforum librarians **specialize in the areas of the iSchool curriculum**, and their primary mandate is to assist the students, faculty members, and staff of the iSchool.

Depending on your information needs, **other librarians in the 43 other libraries** at the University of Toronto may be able to help you as well. We can help refer you.

— nalini.singh@utoronto.ca, Personal Librarian Program coordinator, August 2016