Thank you for volunteering to teach a class for the Rutherford County Library System. This document is meant as a short orientation to teaching classes at Linebaugh Library.

Arrival:

The easiest way to get to Linebaugh is through the parking garage beneath the Library. The garage can be accessed from the intersection of Sevier and S. Church. Take the first entrance into the garage and take the elevator up to the top level. After entering the library, the computer lab is on the second floor. Take the stairs or the elevator and you will see a bank of 16 computers.

Contacts

* County System Contact:
  + If you have questions about Linebaugh Computer Classes, call or email Trey Gwinn (email: [tgwinn@rclstn.org](mailto:tgwinn@rclstn.org), work phone: 615-649-1358)
* On-site Contacts:
  + If you have questions about Linebaugh’s computers, ask for Pete Wood.
  + If you have questions about Linebaugh, the following might be available to help:
    - Carol Ghattas, Branch Librarian
    - Garrett Crowell, Circulation Supervisor

Dos and Don’ts:

* Do: Encourage questions
* Do: Take time to read provided material before teaching the class
* Do: Arrive 15-30 minutes before your class starts.
* Do: Try to take some time to visit the site of your class sometime before the date of your class.
* Do: Remain patient with the students.
* Do: Let the Technology Outreach Coordinator know if you have to cancel last minute.
* Don’t: Rush through provided material.
* Don’t: Belittle patrons.

If you have any questions in the lead up to your class please contact Trey Gwinn.