

Spring 2021

Virtual Technology Training Classes

All classes will be held via Zoom. Register for login details.
www.tolibrary.org/classes

Genealogy Resources

Wednesday, March 3, 2021

10:30am - 12:00 pm



Get started using Thousand Oaks Library's Genealogy Resources, including the basics of Ancestry Library Edition, Family Search, Gale Genealogy Connect, and more.

Discord

Friday, March 19, 2021

5:00pm - 7:30 pm



Discord is a VoIP, instant messaging and digital distribution platform designed for creating communities. Users communicate with voice calls, video calls, text messaging, media and files in private chats or as part of communities called "servers."

eBooks & More

Thursday, April 8, 2021

10:30am - 12:00 pm

Learn how to download and stream free eBooks, eAudiobooks, eMagazines, eNewspapers, eMusic and Streaming Video through the Library. Bring your own mobile device, the email address and password that you use to download apps, along with your library card and PIN.

Google Sheets

Friday, April 23, 2021

1:30pm - 3:00 pm

Create and save your spreadsheets in Google Drive, and access them anywhere. All for free.

Prerequisites: You must have a Google Gmail account prior to class and be familiar with using keyboard and mouse. Suggested: complete the Google Drive class.

Search Beyond the Shelves

Wednesday, April 28, 2021

10:30am - 12:00 pm



This class brings the fun and serendipity of library browsing to the online environment. Learn to use NoveList, Encore, etc. to find books in the online catalog.

Google Drive

Tuesday, May 11, 2021

10:30am - 12:00 pm

Learn how to create, format, save, download and upload documents, and collaborate with others on Google Drive. Prerequisites: You must have a Google Gmail account prior to class and be familiar with using keyboard and mouse.



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Thousand Oaks Library

1401 E Janss Rd

Thousand Oaks, California 91362 | (805) 449-2660

<https://www.tolibrary.org/>

Spring 2021

Virtual Technology Training Classes

Call the Information Desk at 805-449-2660 (Monday - Friday from 10am - 5pm) to sign up for a Zoom or phone appointment with one of our librarians.

Job Search Resources

Thursday, May 20, 2021
3:00pm - 4:30 pm

We will look at Brainfuse JobNow & VetNow to help create or improve your resume and interviewing skills. We will learn to use ReferenceUSA to identify potential employers. We will also look at resources for learning skills sought by employers and sources of job listings.



Have questions about downloading eBooks or accessing our online resources? Get answers to library-related technology questions by calling the Information Desk or by submitting questions to [Ask A Librarian](#).

If your tech continues to be troublesome, our one-on-one Book a Librarian Appointments (see below) provide in-depth technology assistance by Zoom or phone.

Book a Librarian

Get help with Microsoft Office, devices, apps, email, eBooks / eMedia, or our Virtual Library at a time that works for you! Need help finding your next favorite book? You can also get personalized title, series, author, and search suggestions with Book a Librarian.

Please note:

- 1) Each appointment can be a maximum of 45 minutes, and each patron is allowed 3 appointments per session (March – May 2021).
- 2) All requests must be made at least 3 business days before the appointment date.
- 3) Requested appointments are not confirmed **UNTIL** you receive a call / email from our staff. If the requested time is not available, our staff will work with you to find a new time that fits your schedule.
- 4) Patrons must provide a valid phone number or email address. Requested appointments will be cancelled if our staff cannot contact you to confirm the appointment.
- 5) If patrons request a Zoom meeting, they are responsible for downloading and activating Zoom on their device before the appointment. For patrons that are unfamiliar with Zoom or want help getting started with Zoom, we recommend scheduling a phone appointment.



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