



NRPL BTOP PCC Calendar December 2010

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--|--|--|--|--|---|---|
| Main Library Hours Mondays, Tuesdays & Thursdays 9:00 am to 8:00 pm Wednesdays 10:00 am to 6:00 pm Fridays 9:00 am to 5:00 pm Saturdays 9:00 am to 5:00 pm Sundays 1:00 pm to 5:00 pm | Key T- Theater MR - Meeting Room L - Lobby CG - Community Gallery 3-CL - Computer Lab on 3rd Floor 3F - 3rd Floor Class Room 2F - 2nd Floor Conference Room LL - Lower Level Learning Lab | | 1 1:30 – 5:30 Social Services Assistance (2FL) | 2 2:00 – 6:30 pm Practice Lab is Open (LL) 6:00 – 8:00 pm Librarian help with E-Forms (2 FL) | 3 1:00 – 3:00 pm Librarian help with E-Forms (2 FL) | 4 10:00 – 11:30 am Como abrir y usar una cuenta de correo electronico (LL) 1:00 – 4:00 pm Job Search Coaching (2FL) 1:00 – 5:00 pm Practice Lab is Open (LL) 2:00 – 5:00 pm GED Assistance (3CL) |
| 5 | 6 10 am – 11:30 am Uso del Mouse y del Teclado (LL) 10:00 am – 1:00 pm Job Search Coaching (2FL) 1:30 – 5:30 Social Services Assistance (2FL) 1:00 - 7:45 pm Practice Lab is Open (LL) | 7 1:00 – 6:00 pm Practice Lab is Open (LL) 6:00 – 7:30 pm Introduccion al uso de Microsoft Word (LL) 6:00 – 7:30 pm Internet for Beginners (3CL) | 8 1:30 – 5:30 Social Services Assistance (2FL) | 9 2:00 – 6:30 pm Practice Lab is Open (LL) 6:00 – 8:00 pm Librarian help with E-Forms (2 FL) | 10 1:00 – 3:00 pm Librarian help with E-Forms (2 FL) | 11 10 am – 11:30 How to Set-up and Use an Email Account (LL) 10 am – 11:30 am Internet for Beginners (3CL) 1:00 – 4:00 pm Job Search Coaching (2FL) 1:00 – 5:00 pm Practice Lab is Open (LL) 2:00 – 5:00 pm GED Assistance (3CL) |
| 12 | 13 10:00 – 11:30 am Mouse and Keyboard Skills English (LL) 10:00 am – 1:00 pm Job Search Coaching (2FL) 1:30 – 5:30 Social Services Assistance (2FL) 6:00 – 7:30 pm How To Design & Create Your Own Flyers (3CL) | 14 1:00 – 6:00 pm Practice Lab is Open (LL) 6:00 – 7:30 pm Introduction to Microsoft Word (LL) 6:00 - 7:30 pm Intermediate Internet (3CL) | 15 1:30 – 5:30 Social Services Assistance (2FL) | 16 2:00 – 6:30 pm Practice Lab is Open (LL) 6:00 – 7:30 pm EMail Basics (3CL) 6:00 – 8:00 pm Librarian help with E-Forms (2 FL) | 17 10:00 am - 11:30 am How to Scan Documents & Upload Photos (2C) 1:00 – 3:00 pm Librarian help with E-Forms (2 FL) | 18 10 am – 11:30 am Internet for Beginners (3CL) 10:00 – 11:30 am Como abrir y usar una cuenta de correo electronico (LL) 1:00 – 4:00 pm Job Search Coaching (2FL) 1:00 – 5:00 pm Practice Lab is Open 2:00 – 5:00 pm GED Assistance (3CL) |
| 19 | 20 10:00 – 11:30 am Mouse and Uso del Mouse y del Teclado (LL) 10:00 am – 1:00 pm Job Search Coaching (2FL) 1:00 - 7:45 pm Practice Lab is Open (LL) 1:30 – 5:30 Social Services Assistance (2FL) | 21 1:00 – 6:00 pm Practice Lab is Open (LL) 6:00-7:30 pm Internet para principiantes (3CL) 6:00 – 7:30 pm Introduccion al uso de Microsoft Word (LL) | 22 1:30 – 5:30 pm Social Services Assistance (2FL) | 23 2:00 – 6:30 pm Practice Lab is Open (LL) 6:00 – 8:00 pm Librarian help with E-Forms (2 FL) | 24 Library Closes at 12:00 noon Christmas Eve | 25 Libraries Closed Christmas Day |
| 26 Libraries Closed | 27 10:00 – 11:30 am Mouse and Keyboard Skills English (LL) 10:00 am – 1:00 pm Job Search Coaching (2FL) 1:00 - 7:45 pm Practice Lab is Open (LL) 1:30 – 5:30 Social Services Assistance (2FL) | 28 1:00 – 6:00 pm Practice Lab is Open (LL) 6:00 – 7:30 pm Introduction to Microsoft Word (LL) | 29 1:30 – 5:30 pm Social Services Assistance (2FL) | 30 2:00 – 6:30 pm Practice Lab is Open (LL) 6:00 – 8:00 pm Librarian help with E-Forms (2 FL) | 31 Library Closes at 1:00 pm New Year's Eve | |



New Rochelle Public Library Public Computer Center **Broadband@yourlibrary**

**Proudly offers the following expanded, free services,
beginning December 6, 2010:**

In the BTOP Help Center on the library's second floor:

- **A Job Readiness Coach** provides one-on-one help in finding and getting a job. (Drop-in: Mondays, 10 am – 1 pm and Saturdays, 1 pm – 4 pm)
- **Assistance with completing e-forms** for food stamps and other benefits, on-line job applications, immigration papers, etc.. is provided by Trained Librarians. (Drop-in: Thursdays, 6 pm - 8 pm; Fridays, 1-3 pm)
- **A Social Worker** or bilingual **Social Worker Intern** is available 12 hours a week to help residents navigate resources of local social service agencies and benefit opportunities. (Drop-in Mondays, 1:30 – 5:30 pm and Wednesdays 1:30 – 5:30 pm)
- **Small business counseling** is provided by SCORE volunteers on Monday evenings. (By appointment: Call (914) 948-3907)

MORE COMPUTERS

MORE COMPUTER TIME

MORE COMPUTER ASSISTANCE

The **Computer Lab** on the library's third floor has ten computers that permit 2-hour blocks of time for patrons to seek jobs. Every Saturday afternoon, help using the Internet to **Prepare for and Pass the GED** is available in the lab.

A new **Computer Learning Center** in the library's lower level has seven computers, including one that is wheelchair accessible. Each week, **Practice Labs** help computer neophytes and novices hone their typing and technology skills, with guidance provided by **AmericCorps Computer Assistants**. The computers also have tutorial software to assist with computer and English language skills, and are available two days a week for use by the library's ELS classes.

Ten additional computers on the second floor, including one station that is wheelchair accessible, allow patrons 2-hour blocks of time for job searches and research.

The New York State Library, a unit of the Office of Cultural Education within the New York State Education Department (NYSED), has been awarded \$9.5 million in a grant from the U.S. Department of Commerce National Telecommunications and Information Administration (NTIA) to expand computer access in public libraries across New York State. The funding is being provided through the American Reinvestment and Recovery Act (ARRA) Broadband Technology Opportunities Program (BTOP).

Free Computer Classes

Internet for Beginners

Tuesday December 7, 2010 6:00 - 7:30pm
Saturday December 11, 2010 10:00 -11:30am
Learn about the Internet and the World Wide Web, how to navigate a web browser and explore the library's Web site.

Intermediate Internet

Tuesday December 14, 2010 6:00 - 7:30pm
Learn how to search the web using a variety of tools such as directories and search engines. Basic Computer class or some knowledge of computers required.

Internet para principiantes en español

Tuesday December 21, 2010 6:00 - 7:30 pm
Aprenda cómo buscar la web que utiliza una variedad de herramientas como guías y motores de búsqueda. La clase básica de la Computadora o algún conocimiento de computadoras necesarias.

Email Basics

Thursday December 16, 2010 6:00 - 7:30 pm
Learn how to sign up for a free e-mail account and how to compose, send, reply to and forward messages. Basic Internet class or some knowledge of computers required

How To Design & Create Your Own Flyers

Monday December 13, 2010 6:00 - 7:30pm
Learn how to design, create and print your own flyers, business cards and other professional-looking materials using Microsoft Publisher. An understanding of Windows and keyboard and mouse use is required.

How To Scan Documents & Upload Photos

Friday December 17, 2010 10:00 - 11:30am
Learn how to scan photos or images, change resolution and size of photos, how to select a file format, and save images to a disk. An understanding of Windows and keyboard and mouse use is required

Como abrir y usar una cuenta de correo electrónico.

Saturday December 4, 2010 10:00 -11:30 am
Saturday, December 18, 2010 10:00 -11:30 am

How to Set Up and Use an Email Account

Saturday, December 11, 2010 10:00 -11:30 am

Uso del Mouse y del Teclado

Monday, December 6, 2010 10:00 -11:30 am
Monday, December 20, 2010 10:00 -11:30 am

Computer Basics: Mouse and Keyboard Skills

Monday, December 13, 2010 10:00 -11:30 am
Monday, December 27, 2010 10:00 - 11:30 am

Introduccion al uso de Microsoft Word

Tuesday, December 7, 2010 6:00 - 7:30 pm
Tuesday, December 21, 2010 6:00 - 7:30 pm

Introduction to Microsoft Word

Tuesdays, December 14, 2010 6:00 - 7:30 pm
Tuesdays, December 28, 2010 6:00 - 7:30 pm

All Computer classes are free, but registration is required.
Call 632-7878 ext 2000 or stop by the Reference Desk on the 2nd floor to register.