



# 5 Tips for a Successful Meeting with AOEU's Library Staff

The Art of Education University provides Library Services for students. If you need help with APA formatting, research, or citations, schedule a meeting with AOEU's library staff. In a 30-minute video chat, learn strategies for success in your AOEU course. Below, find 5 tips for a successful meeting.

## 1 Have a full understanding of your course assignment.

If you're meeting with the Head of Library Services for help with an APA task or research assignment, be sure you fully understand what the assignment is asking you to do. Reach out to your instructor if you need to clarify assignment directions.



## 2 Schedule a time you'll be in front of your computer.

Your meeting will take place through Zoom, a video conferencing platform. You'll receive information from library staff so you can access the Zoom meeting. You should plan to attend via computer, not a mobile device. This will allow you to have a real meeting, to share your screen, and to see the Head of Library Services' shared screen as well.

## 3 Come prepared with questions.

It's important that you come prepared for your meeting. Library staff is available to support you and your academic success! You determine the topics of your scheduled meeting.



## 4 Use this opportunity to grow as a student.

It's important to learn how to research, how to cite, and how to use AOEU's library services. You can expect the Head of Library Services to work with you to help you have a better understanding of how you can use the tools provided. For example, rather than asking for specific resources, learn how to find those resources independently. Or, instead of asking for an APA citation, learn where to find the best resources for using APA formatting.

## 5 Don't be afraid to schedule a second meeting!

It's ok if you need to schedule a follow-up meeting! If you need help with your APA task this week, but want to learn more about how to use EBSCOHost search tools next time, schedule another time to learn more.

Library services are included in your tuition for all courses.

Meeting with library staff at AOEU is a student service provided by The Art of Education University.

[Select to schedule a meeting with library staff at AOEU.](#)