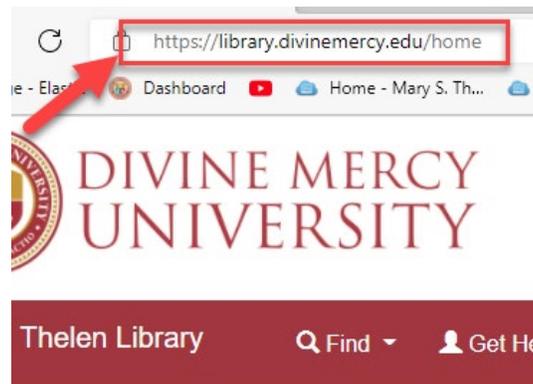


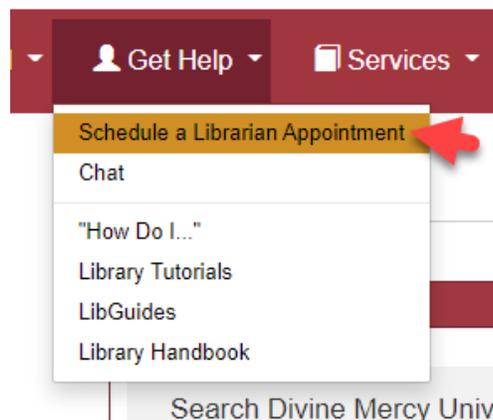
Scheduling an Appointment with a Librarian

The librarians at Divine Mercy University are well equipped and ready to help you with your reference and research needs and the library has a service where you can schedule appointments online. This document explains how.

1. Navigate to the Library home page at <https://library.divinemercy.edu>. It is recommended you make a favorite or a bookmark to facilitate future access to the page. For assistance with this, please contact the library.



2. From there, either click the button on the main page that says "Schedule Appointment" or, in the top navigation bar, select the "Schedule a Librarian Appointment" under the "Get Help" dropdown menu.



3. Then, choose the librarian, the day, and the time that you would like to schedule your appointment. Click the Continue button.

[Divine Mercy University](#) / [LibCal](#) / [Appointments](#)

Make an Appointment

1. Select a staff member:

Ingrid Hellstrom, MS, MSLIS (25 minute) ▾

Ingrid Hellstrom, MS, MSLIS

2. Select Date:

Nov 2021

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

3. Select Time:

Friday, November 5, 2021

Time Zone: Eastern Time - US & Canada (change)

11:00am 11:30am 12:00pm

12:30pm 1:00pm 1:30pm

2:00pm 2:30pm 3:00pm

3:30pm 4:00pm

Continue

4. Then you will need to fill out a form with your name, DMU email, and any documents (such as assignments, etc.) you feel would be helpful for the librarian.

Make an Appointment

Appointment Details

Appointment with: Ingrid Hellstrom, MS, MSLIS

Date: Wednesday, November 10, 2021

Start Time: 10:00am

Time Zone: Eastern Time - US & Canada

Location: Divine Mercy University

Type: Ingrid Hellstrom, MS, MSLIS

Change Appointment Details

Your Details

* is required

Full Name * First Name Last Name

Email *

Enter @divinemercy.edu addresses only

Click to choose files or drag them here.
Maximum file size: 20.0 MB

Clear Files

Confirm Appointment

5. The librarian and you will get an email confirming your appointment.