

Schedule A Library R.A.P. Session

The Research Advisory Program, also known as RAP sessions, is a service offered by librarians in Belk Library to provide one-on-one, in-depth research assistance. RAP sessions are conducted in person, by phone, or online via web conferencing or AETZone. Sessions generally last from 15 minutes to an hour.

*****Due to Covid-19 All R.A.P. sessions will be held via the Zoom software. Please have this installed on your device before appointment.*****

Step-by-step guide

1. Go to the Belk Library website <https://library.appstate.edu/>
2. Click on the tab labeled Research Help & Guides
3. Select RAP Sessions from either the left column or the blue highlighted title under the Research Help
4. This will open the RAP Sessions information page
5. Click the "Request RAP Session Now" highlighted in blue, this will open the form

Belk Library and Information Commons

Appalachian State University / Appointments

Make an Appointment - RAP Sessions (Research Advisory Program)

RAP sessions (Research Advisory Program) provides students the opportunity to meet with a librarian for in-depth reference assistance to identify appropriate sources for a research topic.

- RAP sessions will give students uninterrupted time with a librarian to learn about reference materials and databases in a specific field or discipline.
- Sessions can last from 15 minutes to an hour or more depending on the student's research needs.

How to select a librarian: If you've declared a major, we recommend selecting a librarian who specializes in your area of study. If you have not selected a major, you're welcome to choose the no preference option or select an individual librarian.

NOTE: Please note that while classes are online only, RAP requests will only be available online (via Zoom).

If you have questions and/or comments about the RAP process or form please contact Ken Johnson, johnskw@appstate.edu.

1. Select a staff member:

☒ No preference

☐ Kelly Rhodes: Art, Communication, Government, Edu. Leadership, Theatre/Dance

☐ Mark Coltrain: First Year Seminar

☐ Jewel Davis: Reading Education, Special Education

☐ Greta Browning: Appalachian Studies, Special Collections

☐ Health Sciences, Physics, Psychology, Geology/GES

2. Select Date:

Jul 2020

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	31

3. Select Time:

Wednesday, July 29, 2020

12:00pm	12:40pm	1:00pm
1:20pm	2:00pm	2:40pm
3:00pm	3:20pm	4:00pm
5:00pm	6:00pm	

[Continue](#)

6. www.library.appstate.edu/
7. Fill in the form out completely ****We need at least 48 hours advance notice (excluding weekends) to allow adequate time to prepare for the RAP session.****

Belk Library and Information Commons

Appalachian State University / Appointments

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☐ Mark Coltrain: First Year Seminar

☐ Jewel Davis: Reading Education, Special Education

☐ Greta Browning: Appalachian Studies, Special Collections

☐ John Witwell: Health Sciences, Physics, Psychology, Geology/GES

☐ Jackie Eagleson

☐ Emma Sobczak Schell: Transfer Students and Student Veterans

☐ Breanne Crumpton: English and History

☐ Mollie Peuler

☐ Dusty Ross

2. Select Date:

Jul 2020

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	31

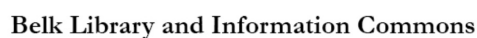
3. Select Time:

Friday, July 31, 2020

8:00am	8:40am	9:00am
9:20am	11:00am	11:20am
12:00pm	1:00pm	2:00pm
3:00pm	4:00pm	5:00pm
6:00pm		

[Continue](#)

- 8.
9. When complete click "Continue" tab at bottom of page.
10. Which will bring you to the page to finish filling out your request



[Appalachian State University](#) / [Appointments](#)

Make an Appointment - RAP Sessions (Research Advisory Program)

Appointment Details

Location: RAP Sessions (Research Advisory Program)

Appointment with: Mark Coltrain; First Year Seminar

Directions: <https://appstate.zoom.us/my/coltrain>

Date: Friday, July 31, 2020

Start Time: 8:00am

[Change Appointment Details](#)

Your Details

* is required

Full Name *

Sharon

Taylor

Email *

jacob.sm@appstate.edu

Enter @appstate.edu addresses only

Instructor's name: *

Test

Course title/number: *

Test101

Tell us about your assignment, being as detailed as possible. What research have you done so far? You can also upload a file to share below.

Testing

12. At the bottom of the page is an area where you can attach files you wish to share with the RAP Advisor

Tell us about your assignment, being as detailed as possible. What research have you done so far? You can also upload a file to share below.

Testing

If you'd like to include an assignment or work completed, click to [choose files](#) or drag them here.

Maximum file size: 20.0 MB

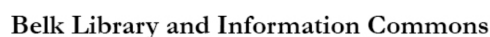
Selected Files:

- yosef.PNG

Clear Files

Confirm Appointment

15. When completed a page will display with all the information you need to know about your appointment.



[Appalachian State University](#) / [Appointments](#)

Make an Appointment - RAP Sessions (Research Advisory Program)

Success! You are all set. A confirmation email with relevant appointment details was sent to j*****@appstate.edu. Check your spam folder if you don't see the email in your inbox.

Location: RAP Sessions (Research Advisory Program)

Appointment with: Mark Coltrain: First Year Seminar

Date: Friday, July 31, 2020

Start Time: 8:00am - 8:30am

Directions: <https://appstate.zoom.us/my/coltrain>

[Start Over](#)

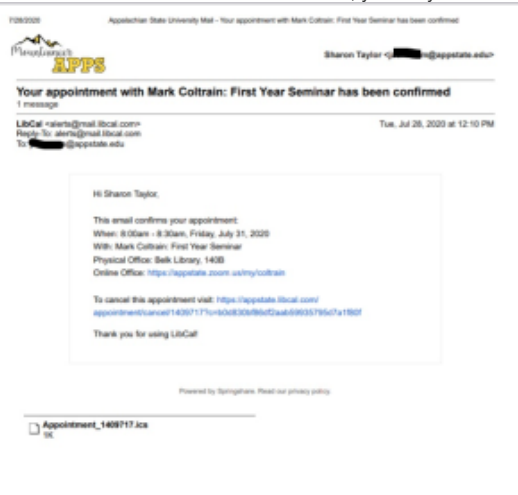
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[Report a tech support issue.](#)

[Login to LibApps](#)

English ▼

16. In addition to the automated confirmation, you may be contacted by the librarian for more information.



Who can use this service?

Students, faculty, and staff may make an appointment with a librarian for a RAP session.

When is this service available?

Appointments are available Monday through Friday between the hours of 9:00 am and 7:30 pm. **RAP sessions are not available during university breaks, including fall, spring, and winter breaks.**

How do I schedule a RAP session?

Use the [Request a RAP Session](#) form. We need at least 48 hours advance notice (excluding weekends) to allow adequate time to prepare for the RAP session. If you need immediate assistance, please use our [Ask a Librarian](#) service, or stop by the Library Service Desk on the first floor.

How do I attend a web conference with a librarian?

Belk Library uses [Zoom](#) for web conferencing. You will be able to participate using a microphone, web cam (not required), and screensharing.

After you submit a RAP request, you will receive a link by email to register for the meeting. Once you register, you will receive another email with login instructions. Be sure to login 15 minutes before the scheduled session to test your microphone and speaker settings.

System requirements:

- PC or Mac with Internet Explorer, Safari, Firefox, or Chrome
- A minimum of a 56K modem
- Speakers or headphones
- A microphone or the ability to text Chat

If you have any technical issues, please contact your assigned RAP librarian.

Who do I contact for more information?

If you have questions about our Research Advisory Program, please contact Ken Johnson (johnsnkw@appstate.edu). You may also call the Library Service Desk at 828-262-2818 for immediate assistance.

Related Articles

- [Belk Library Hours](#)
- [Book A Library Study Room](#)
- [How to Access Library Databases Off Campus](#)
- [How to add Money to AppCard/ASU Guest Express Card Account](#)
- [How to Find A Library Book Using Library of Congress Call Numbers](#)
- [How to Find Books and Media at the library](#)
- [How to Find Books in the Library Instructional Materials Center \(IMC\)](#)
- [Print Zone FAQs](#)

For more information including resources for support, please visit the [Library Services Website](#).

[Search Knowledge Base](#)

[Submit a Service Request](#)

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