

Susan Hubbuch's Conference Schedule (appointments may be made in advance)

Conferences are scheduled for 40 minutes

Mondays, Wednesdays, and Fridays

10:30 a.m.	1:10 p.m.
11:10 a.m.	1:50 p.m.
11:50 a.m.	3:00 p.m.
12:30 p.m.	3:40 p.m.

Tuesdays and Thursdays

10:10 a.m.	1:30 p.m.
10:50 a.m.	2:10 p.m.
11:30 a.m.	3:00 p.m.
12:10 p.m.	3:40 p.m.
12:50 p.m.	

The most satisfactory way to make an appointment is to sign up in person.

The sign-up sheets are located in the alcove area of the Center. You will find a sheet for the current business day and the following three business days. These sheets are available whenever the library is open.

If you are interested in making an appointment in advance, you may request an appointment by e-mailing us. If you choose this option,

- Keep in mind that our staff is very limited, and therefore requests must be made at least 24 hours in advance Monday through Friday. If you are making a request over the weekend, ask for an appointment no earlier than Monday afternoon.
- Send your request to writenow@lclark.edu.
- In your request,
 - give us **the day, the date** and **the specific conference time** (see above) you want to come in. You may list up to three alternatives, with your first preference first;
 - give us your full e-mail address;
 - give us your full name.

[Link to writenow@lclark.edu](mailto:writenow@lclark.edu)