Appletree Knowledge Services

Growing seeds of information into trees of knowledge through research and instruction.

Business Services Description

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Appletree Knowledge Services

Sarah A. V. Kirby

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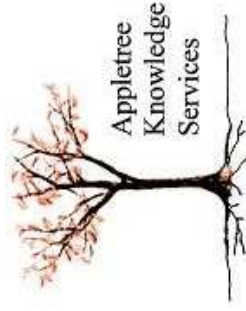URL: http://www.appletreeknowledge.com

When you want to:

- *multiply your productivity,*

- *reduce client costs, or*

- *increase employee effective-*

ness,

we are here to help you by

offloading information research

and acquisition tasks, or by

teaching you or your employees

how to do it.

Happy clients at rest on their tree.

Meet Sarah

Sarah A. V. Kirby is a research librarian, instructor, genealogist, and rocket scientist. She has a bachelor's degree in aerospace engineering, and master's degrees in both education and library and information science. Sarah worked for NASA and private industry before founding Appletree Knowledge Services. She has been involved in information research for over 20 years, and has taught individuals and small groups for most of her life.

Her broad educational and occupational experiences enable her to both understand your needs and how to most effectively meet them.

Feel free to connect to Sarah on LinkedIn at http://www.linkedin.com/in/sarahavkirby

Research

When you:

◆ Don't know where/how to look

◆ Would rather not spend the time

◆ Are stuck

We will:

◆ Obtain and deliver the information you request

◆ Analyze your work and make suggestions

◆ Check the facts you have

◆ Perform literature/historical record searches

◆ Read and distill literature into a summary

Instruction

When you need to:

◆ Know how to acquire journal articles yourself

◆ Learn specific features of MS Office (Word, Excel, PowerPoint) or Adobe Acrobat

◆ Increase MS Office proficiency

◆ Perform online searches more effectively

We will:

◆ Design instruction tailored to your needs

◆ Teach you either individually or in small groups

Odds & Ends

We can also:

◆ Organize your information/ files — either physically or digitally

◆ Perform basic photography and image editing tasks

◆ Scan and digitize small amounts of paper or images into the desired format, producing full-text PDFs as necessary

◆ Proofread for general readability and major grammar and punctuation errors

◆ Record and distribute the minutes of your organization's meetings

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