

Library Services

(Level Two: Identifying and Using Resources)

- **Summary:** It is critical that tutors and tutees alike understand how to use the JJC Library's many resources. This training shows tutors how to locate and order books, conduct meaningful article searches, and access materials from home.
- **When Covered:** October
- **Amount of Time:** 60 minutes
- **Desired Outcomes:**
 - Understand how to use the catalog to both find and order books
 - Become familiar with JJC's many online article databases, while becoming very familiar with one in particular
 - Feel comfortable accessing materials from home
- **Materials Required:**
 - *Library Worksheet* – on copy per tutor
 - *ASC Tutor Training Evaluation* – one copy per tutor
- **Presenter Preparation Required:**
 - Contact JJC Library to check availability of speaker.
 - Reserve a computer lab through the Academic Skills Center secretary at least one month prior to presentation; ensure that this room has a computer, projector, and screen.
 - Gather materials and photocopy necessary documents.
 - Update the Angel website with these materials.
- **Activities:**
 - A JJC Librarian will present the “Researching in the Library” presentation.
 - Tutors will complete the *Library Worksheet*, and email their responses to Stephanie Braun at sbraun@jjc.edu and Susan Prokopeak at sprokope@jjc.edu within one week of the training.
- **Training Modes Used:**
 - Face-to-Face Discussion
 - Special Tutor Project: Creation of JJC Database Shortcut Sheet and Evaluation of JJC Database
 - Website
 - Workshop Instruction: Presentation Led by JJC Librarian