

Documentation of the Mastery: Library Website

What you'll need to know about the Library Home Page (see handout for this Mastery)

- a. Where's info on how to contact the library by phone, fax, and email
- b. Where's our Hours & location
- c. How to get to the library's Event Calendar
- d. Where to click to request a Room Reservation
- e. How to get to the page where you can access library databases
- f. How to find & use the "What's Next?" tool
- g. How to find & print files from the Library Downloads page or Student Resources page

Proof of Mastery:

- Email any proctor with the following:
 - 1) Describe where to look on the library's Home Page for our phone, email & fax number
 - 2) Explain which drop-down and what to click on to get:
 - a) Library hours & location
 - b) The library's programs calendar
 - c) Request a Room Reservation
 - d) Library databases
 - 3) Using What's Next, list the books in order of any of Debbie Macomber's series. (You can copy from the What's Next page and paste to the email.)
- Print out & put in Proctor's mailbox:
 - 4) On the Library Downloads page, find the [Finding Your Downloads](#) pdf file. Print out the first page of this document. Write your name, "this is for my Library Website Mastery", and the date on the paper. Put it in the mailbox of the proctor you emailed above.

Current Training Proctors for this Mastery: Library Website

- Meg VanPatten
- Julia Schult
- Bob Loftus
- Val Chism

Resources:

This task is estimated to take 20 minutes for someone to master.

They will need:

- access to a computer with web access
- the document "Findingitemsonthelibrarywebsite.pdf"
- An expert needed only for those not experienced with downloading or printing pdfs.