

Documentation of the Mastery: Library Website

Find important info on the Library Home Page

- a. How to contact the library by phone, fax, and email
- b. Hours & location
- c. 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. Locate & use the "What's Next?" tool
- g. Locate and print files from the Library Downloads page and 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.)
- 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, and put it in the mailbox of the person you emailed above.

Current Training Proctors for this Mastery: Library Website

- Meg VanPatten
- Julia Schult
- Bob Loftus
- Nancy Howe

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.