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Public Services Training at Wendt Library

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Staff Training at a Combined Services Desk

Anne Rauh

Anne Glorioso

Amy Kindschi

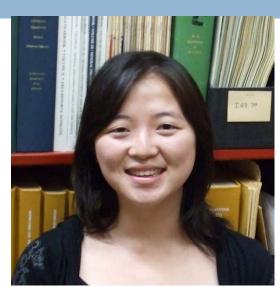
What we'll cover today

- What the training program is
- Why we decided to do this
- Process
- Examples
- Course Management, Moodle
- Current use, tracking
- Improvements
- Moving forward

Online training for all public services staff

- Circulation Students
- Student librarians
- Librarians







Supplement to other training

- Initial training sessions
- Shadowing
- □ Email Updates
- Blog
- Workshops
- Conversation



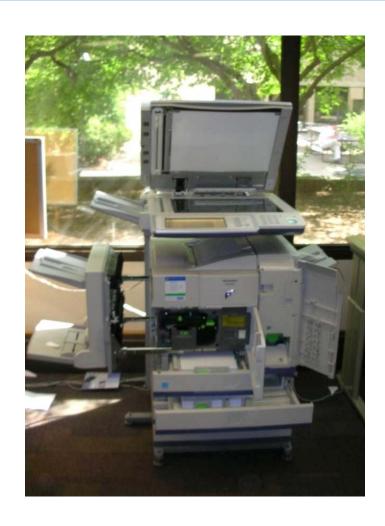
Training on services and databases

Services

- Copier/scanners
- Interlibrary loan
- Ask a librarian

Databases

- Local catalog
- **□ WorldCat***
- Specialized Databases



Why we decided to do this?

- Combined Services Desk
- Staff confused about expectations
- Documentation of Competencies
- Training needed for new staff
 - Circulation students
 - Library practicum students
 - New librarians



The combined public services desk



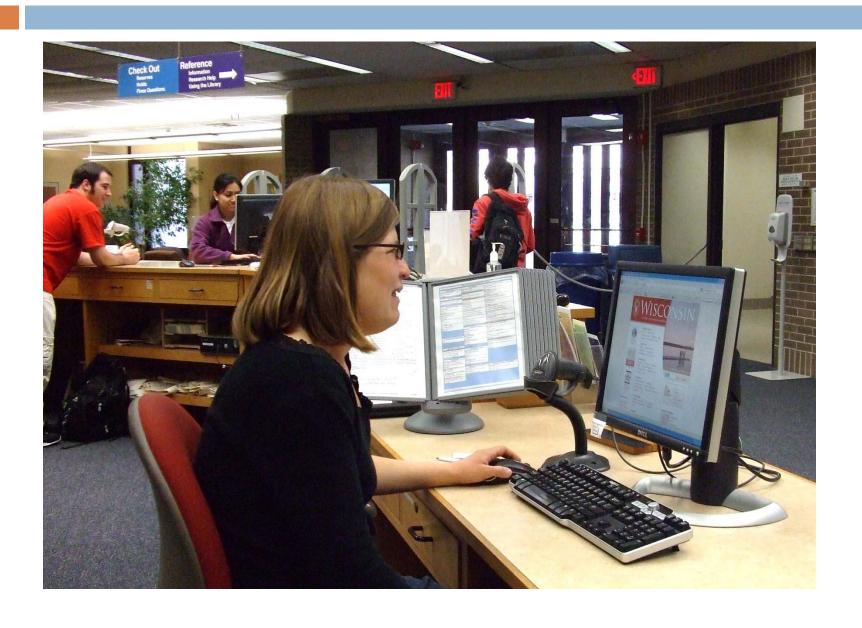
On call-reference 7:30 -10 am

Reference Desk 10 am - 6:00 pm

Building open 107.5 hours / week

Students staff 'alone' 66 hours / week

Behind the desk



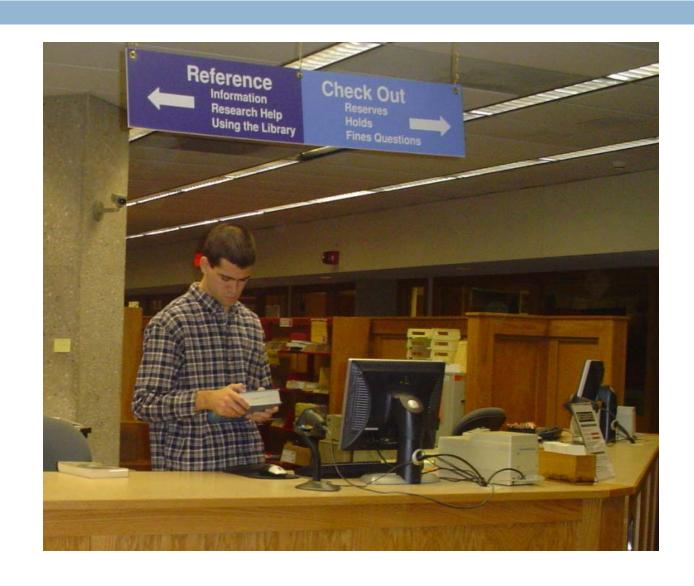
Student staff get a variety of questions

Information

Research help

Using the library

Check out



Everyone wants to do a good job





flickr.com/photos/christajoy42/2745086496/#/ Photos o' Randomness photostream The Bat-Man by Tyrannus

Questions

- Do you feel your students are competent at answering or referring reference questions?
- Does your student staff receive any reference training?
- How many of you offer a reference training program for librarians?
- Does your library have a combinedServices/Circulation/Reference desk?

Process: The program design and content was created by reference staff

- Involvement by everyone
- Learn while doing
- Sharing ideas



Services and databases

Student Circ Staff must know...

- Basic Services
- ■Intermediate Services

■Basic Databases

Permanent Librarians must know...

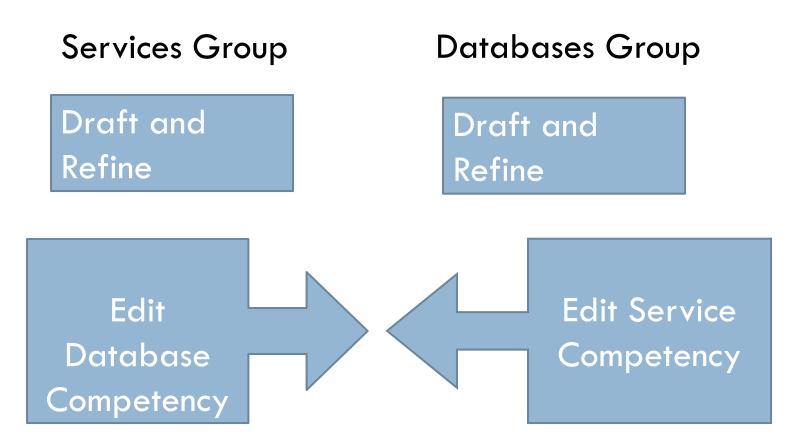
EVERYTHING!

- Advanced Services
- Advanced Databases

Student librarians must know...

- •Intermediate Services
- •Intermediate databases

1st we created the competencies

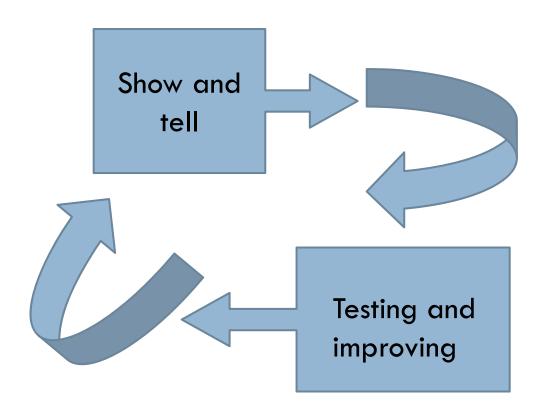


Every piece has 3 parts

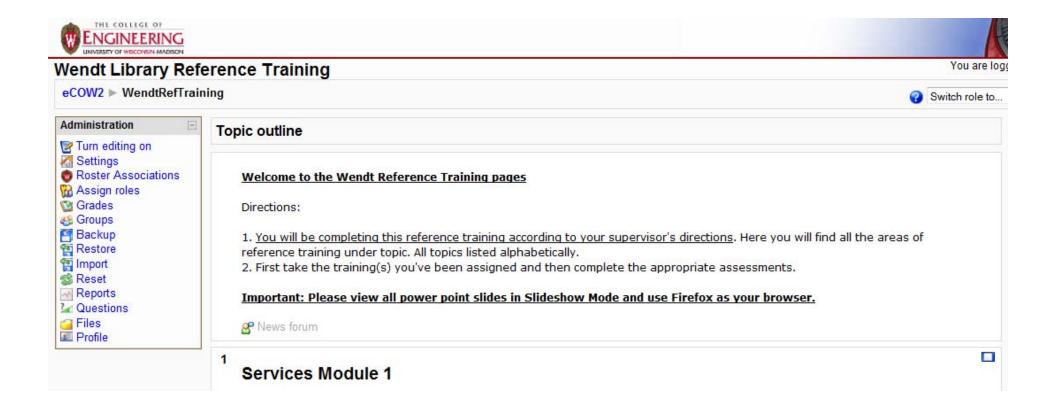
- Detailed competency description
- Training
 - activity or written content ...
- 3. Assessment
 - quiz, email, conversation....

2nd we created the training and assessment

- 2 co-chairs
- 7 team members,partnerships for writing,editing
- Deadlines
- Review of progress at "Show and Tell"
- Final products online
- Testing by new student librarian staff and Circulation student staff



How do we access the pieces?



Sample services module

Services Module 4

Services Module 4 Forum

```
Copiers, Scanners and Microforms Competency
        Copiers, Scanners, Microforms Training
                Copier, Scanner, Microform Assessment
Misc. Equipment Competency
        Misc. Equipment and Office Supplies Training
                Misc. Equipment and Office Supplies Basic Assessment Activity 1
                Misc. Equipment and Office Supplies Basic Assessment Activty 2
                Misc. Equipment and Office Supplies Intermediate Assessment Activity 1
                Misc. Equipment and Office Supplies Intermediate Assessment Activity 2
Computers and Printers Competency
        Computers and Printers Training
                Computers and Printers Assessment
Emergency and Security Competency
          Emergency and Security Training
                Emergency and Security Basic Assessment
                Emergency and Security Intermediate Assessment
```

Sample database module

Database Module 1 Applied Science Full Text Competency 3 Applied Science Full Text Training Mac Applied Science Full Text Basic Assessment Mac Applied Science Full Text Intermediate Assessment Mac Applied Science Full Text Advanced Assessment Google Scholar Competency Sa Google Scholar Training ™ Google Scholar Intermediate Assessment Activity 1 Google Scholar Intermediate Assessment Activity 2 Google Scholar Advanced Assessment Google Scholar Basic Assessment Proquest Research Library Competency 23 ProQuest Research Library Training ProQuest Research Library Basic Assessment ProQuest Research Library Intermediate Assessment ProQuest Research Library Advanced Assessment ProQuest Research Library Advanced Assessment Activity 1 RefWorks Competency RefWorks Training RefWorks Basic Assessment RefWorks Intermediate Assessment RefWorks Advanced Assessment Database Module 1 Forum

Why moodle?



About News Support Community Development Downloads

Welcome to the Moodle community!

Moodle is a Course Management System (CMS), also known as a Learning Management System (LMS) or a Virtual Learning Environment (VLE). It is a Free web application that educators can use to create effective online learning sites.

Moodle.org is our community site where Moodle is made and discussed. Please use the menus to explore and join in!













Service example

Ask a Librarian competency

Basic

- What is it: definition of service
 - Fully trained general, not engineering, librarians
- Know the location of link on <u>www.library.wisc.edu</u>
 - From LWS homepage
 - From the top of many databases including MadCat
- Know that librarians are available for phone and chat services when Wendt Librarians are not here.
- Know how to find the hours of phone and chat services
- □ Know to offer to initiate a call or chat to the Ask a Librarian
- □ Know of the existence of the Tips and Videos links

Intermediate

- Know where to find the Subject Specialist list
 - Know that Wendt Librarians are the engineering specialists
 - Know how to make a referral to a Subject specialist (this is will be covered elsewhere

Ask a Librarian Basic Training

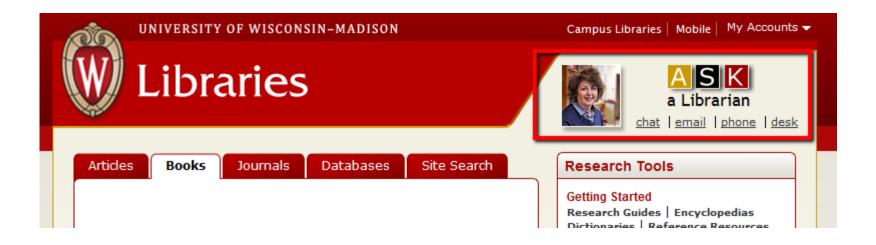
They know stuff!

What is Ask a Librarian?

- One stop shopping for a variety of ways to connect with a librarian on campus.
- Librarians who answer questions for Ask a Librarian are generalists...meaning they are NOT engineering specialists.
- If a patron needs more assistance then you can provide, and Wendt Librarians are unavailable, offer to help the patron initiate a chat or phone call using the Ask a Librarian link.

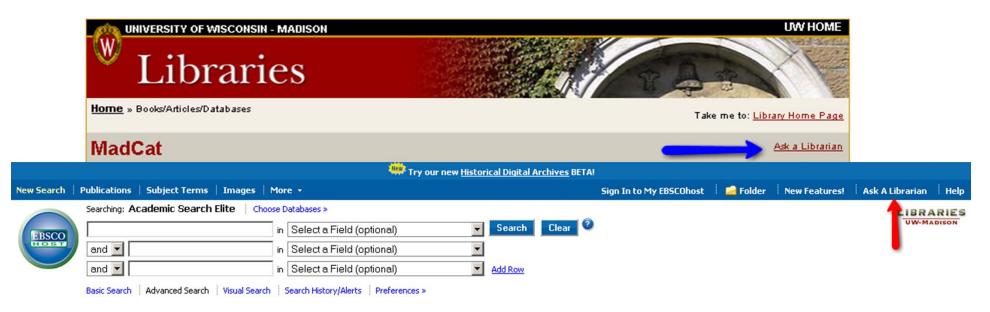
Where can I find Ask a Librarian?

The Ask a Librarian link can be found near the top of the campus libraries homepage, library.wisc.edu.



Where can I find Ask a Librarian?

The Ask a Librarian link is also available within MadCat and many databases.



•Please watch this <u>short video</u> to learn more about the different Ask a Librarian options.

Congratulations!!

- You have successfully completed the Basic Training for Ask a Librarian.
- Please complete the assessment piece for Ask a Librarian Basic Training in Moodle.

Intermediate users...please continue after completing the basic quiz.

Ask a Librarian assessment 1

- 1. When should you use the Ask a Librarian service?
 - a. When you don't know the answer
 - b. When Wendt Library staff is not available
 - c. When the question is not engineering related
 - d. All of the above
 - e. Just b and c
- 2. I can find the Ask a Librarian link on almost any library related page?
 - a. True
 - b. False

Ask a Librarian assessment 2

Initiate a chat with a librarian – print out the transaction and submit it to Anne. Feel free to use one of your own research topics for a class as chat material...you can also tell the librarian that you are doing a training exercise and ask a simple question about library services.

Equipment scavenger hunt

1.Find your assigned microforms: (Film) EPRI AP-5966 (Fiche) SERI/TR 762-966 2. Using the 2nd floor machine, print off a page of the microfiche. (turn into Anne/Amy) 3. Scan a page of the microfiche and email it to askwent@library.wisc.edu 4. Load microfilm into machine, scroll to the 5th page and make a scan. Email it to askwendt@library.wisc.edu. 5. Remove microfilm from machine. 6. How many microform readers are on the 3rd floor? 7. Which floors have copiers/scanners? _____

8. Using a copier on 2nd floor, make a double-sided copy of the front/back pages of the Wall Street Journal.

(turn into Anne/Amy)

Database example

ASM Handbooks Online

Basic

Know how to find Databases by name from Database Library

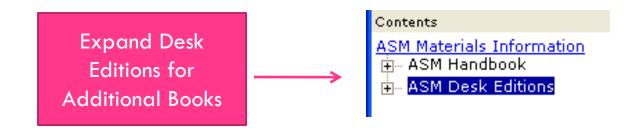
Intermediate/Advanced

- Know that database contains e-books with information about metals and engineered materials.
- □ Know that many volumes are hidden under the "ASK Desk Editions". These are being searched also in the "all volumes" search.
- □ These are reference type books but are mostly not in paper in the reference collection.
- Know that the database can be searched for stress strain and other properties of metals.
- Know how to do an Advanced Search
- How to limits search to "Figure Captions" and "Tables"
- AND finds words in the same paragraph, example: stress AND strain AND curve AND steel
- Know how to maneuver within each article/section
- Know how to refine search.
- Know that each chapter displays citation information but it needs to be copy and pasted into Ref Works.

ASM HANDBOOKS ONLINE Intermediate / Advanced Training

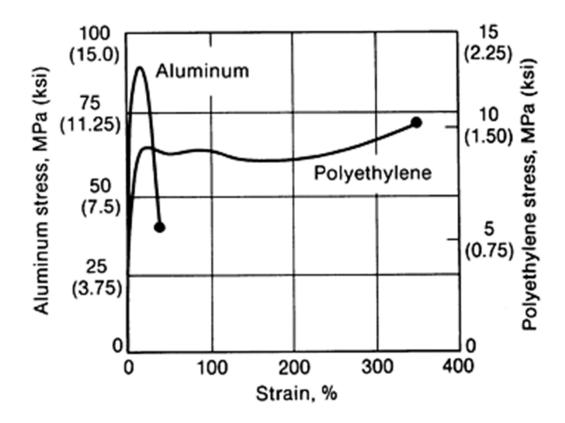
What is it?

- ASM Handbooks online is a database comprised of e-books - not all books online appear in our Reference Collection
 - These books are about metals and engineered materials
 - ASM Handbooks Online features the complete content of twenty-four ASM Handbook volumes plus additional volumes in the ASM Desk Editions



When do I use it?

Stress Strain Diagrams



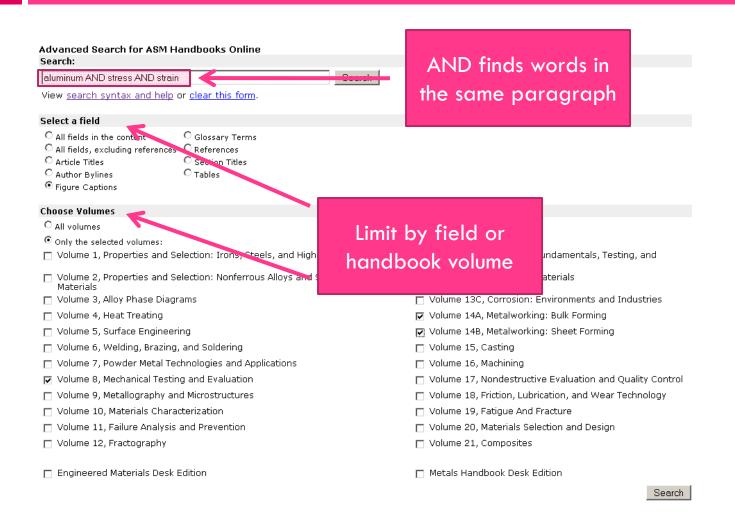
When do I use it?

Properties of Metals

Table 1 Properties of refractory metal carbides

			Melting point			Modulus of elasticity		Coefficient of thermal
Carbide	Hardness, HV (50 kg)	Crystal structure	°c	°F	Theoretical <mark>density</mark> , g/cm³	GPa	10 ⁶ psi	expansion, μm/m · K
TiC	3000	Cubic	3100	5600	4.94	451	65.4	7.7
VC	2900	Cubic	2700	4900	5.71	422	61.2	7.2
HfC	2600	Cubic	3900	7050	12.76	352	51.1	6.6
ZrC	2700	Cubic	3400	6150	6.56	348	50.5	6.7
NbC	2000	Cubic	3600	6500	7.80	338	49.0	6.7
Cr ₃ C ₂	1400	Orthorhombic	1800 ^(a)	3250	6.66	373	54.1	10.3
WC	(0001) 2200 (10 $\overline{1}$ 0) 1300	Hexagonal	~2800 ^(<u>a</u>)	5050	15.7	696	101	(0002) 5.2 $(10\overline{1}0) 7.3$
Mo ₂ C	1500	Hexagonal	2500	4550	9.18	533	77.3	7.8
TaC	1800	Cubic	3800	6850	14.50	285	41.3	6.3

How do I do an advanced search?



How do I maneuver?

Search Results

Show All ASM Materials Information Search Resu

Found 17 documents matching your search aluminum AND stress AND strain. Now displaying page 1 of 1. Refine Sear

1. Section: Application Examples

From: **Volume 14B, Metalworking: Sheet Forming**, Article: **Modeling and Simulation of the Forming of Aluminum Sheet Alloys Figure: ...**Fig. 16 Simple shear stress-strain curves measured along different directions with respect to the rolling direction for aluminum alloy 1050-0 and 6022-T4 sheet samples. Source: Ref 177...

2. Section: Effects of Temperature

From: Volume 8, Mechanical Testing and Evaluation, Article: Hot Tension and Compression Testing

Figure: ...Fig. 2 Effect of exposure time on (a) yield strength and (b) elongation at testing temperature for an aluminum alloy 2024. Source: Ref 2...

3. Section: Mechanical Testing of Plastics

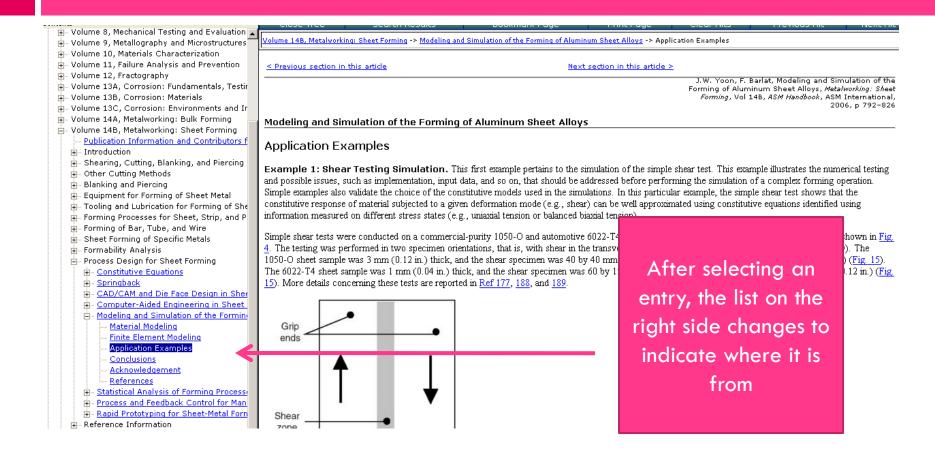
From: Volume 8, Mechanical Testing and Evaluation, Article: Mechanical Testing of Polymers and Ceramics

Figure: ...Fig. 4 Typical stress-strain curves for polycrystalline aluminum and semicrystalline polyethylene. Both materials neck. In polyethylene, chain alignment results in stiffening just before failure. Source: Ref 7...

Results are entries from a section of an individual book

Search terms are hightlighted in yellow

How do I maneuver?



How do I maneuver?



Volume 1, Properties and Selection: Irons, Steels, and High Performance Alloys -> Strategic Materials Availability and Supply -> COSAM Program Approach

Strategic Materials Availability and Supply
Joseph R. Stephens, National Aeronautics and Space Administration, Lewis Research Center

<Previous section in this article</pre>

COSAM Program Approach

Use these to move between entries of an article

Next section in this article>

How do I refine a search?

Search Results		Show All ASM Materials Information Search Results		
Found 176 documents matching your search aluminum AND stress AND Now displaying page 1 of 9.	strain.	Refine Search		
 Section: Effect of Environment From: Volume 12, Fractography, Article: Modes of Fracturecorrosive media, low-melting metals, state of stress, strain rate, and tempera will be illustrated 	ture. Where applicable, the eff	ect of the environment on the fracture appearance		
Advanced Search for ASM Handbooks Online		/		
Search:				
aluminum AND stress AND strain Search		/		
View <u>search syntax and help</u> or <u>clear this form</u> .				
Select a field				
All fields in the content C Glossary Terms All fields, excluding references C Article Titles C Author Bylines Figure Captions C All fields in the content C Author Bylines C Figure Captions		Refine Search takes you back to your search where you		
Choose Volumes		can add terms or		
⊙ All volumes		can add terms of		
C Only the selected volumes:	ļ	limits		
■ Volume 1, Properties and Selection: Irons, Steels, and High-Performance Alloys	∇olume : Protectic			
□ Volume 2, Properties and Selection: Nonferrous Alloys and Special-Purpose Materials	∨olume :			
■ Volume 3, Alloy Phase Diagrams	▼ Volume :			
☐ Volume 4, Heat Treating	▼ Volume :			
E Values 5 Confess Foreigns aire	= Values :			

How do I use this with RefWorks?

- Unfortunately, ASM Handbooks online does not work with RefWorks directly
- You will have to follow the directions for importing a citation manually
 - Select Add New Reference from the References dropdown menu
 - 2. Select desired folder from the In Folder(s) dropdown menu
 - 3. Select appropriate reference type from the Ref Type dropdown menu
 - 4. Enter the information from your reference in the appropriate fields
 - 5. Click on Save

ASM Handbooks Online assessment

- What is the range of melting points for Nickel
 200?
 - a. 1090-1120 °C
 - ь. 1435-1445 °С
 - c. 880-890 °C
 - d. 1565-1575 °C

Lesson plans instead of powerpoint



Preview

Edit

Reports

Grade Essays

Basic: NTIS - What Are Technical Reports?

NTIS is a technical reports database.

Technical reports are documents that contain technical, scientific, engineering, and related business information published by the federal government.

Since you work in an engineering library, it is likely that you will receive questions about how to find technical reports. NTIS is a good database to search for this type of information.



Circulation student training plan

Within 15 working hours.

- MadCat Basic
- MadCat Intermediate
- Ask a Librarian Basic
- Reserves Basic

Within 30 working hours.

- Wendt Library Building Basic
- Wendt Library Staff Basic
- Wendt Library Website Basic
- Libraries Website Basic

Within 45 working hours.

- Book Retrieval Basic
- Reference Interview Basic
- MyMadCat Account Basic
- UW System Searching Basic

Within 60 working hours.

- Copiers/Scanners Basic
- Misc. Equipment & Supplies Basic
- Computers Basic
- Emergency/Security Basic

Tracking progress



Grade item	Grade	Range	Percentage
Wendt Library Reference Training			
MadCat Assessment Activity 1	2.00	0.00-2.00	100.00 %
MadCat Assessment Activity 2	1.00	0.00-1.00	100.00 %
Ask a Librarian Assessment Activity 1	5.00	0.00-5.00	100.00 %
Ask a Librarian Assessment Activity 2	1.00	0.00-1.00	100.00 %
Reserves Assessment Activity 1	7.00	0.00-7.00	100.00 %
Reserves Assessment Activity 2	1.00	0.00-1.00	100.00 %
Library Express Assessment	1.00	0.00-1.00	100.00 %
™ Wendt Building Basic Assessment	12.00	0.00-13.00	92.31 %
Wendt Building Intermediate Assessment Activity 1	1.00	0.00-1.00	100.00 %
Wendt Building Intermediate Assessment Activity 2	1.00	0.00-1.00	100.00 %
Wendt Building Intermediate Assessment Activity 3	2.88	0.00-3.00	96.00 %

Topic 1

Ð	MadCat Competency	1 views	Saturday, 17 October 2
D	MadCat Training	1 views	Saturday, 17 October 2
(2)	MadCat Assessment Activity 1	Grade: 2.00 / 2.00	Saturday, 17 October 2
	MadCat Assessment Activity 2	Grade: 1.00 / 1.00	Monday, 8 March 2010
D	Ask a Librarian Competency	1 views	Saturday, 17 October
D	Ask a Librarian Training	1 views	Saturday, 17 October 2
(2)	Ask a Librarian Assessment Activity 1	Grade: 5.00 / 5.00	Saturday, 17 October 2

Can see Assessment grades only...

Can see that all pieces of modules are being viewed

How is it going?



The new training program seems much more efficient than old modes of training. It also seems to go very quick and is much less cumbersome because of how the topics are broken down into succinct modules. It also seems like this would be a good source of information, in case something is ill used and forgotten.



The training modules were great. I prefer doing the training that way because I can understand the material at my own pace. Also, I can go back and re-read the information that I didn't understand at first read. The assessment at the end of each training does help. I'm assuming that the materials in the assessment are things we all should know and remember.

Melinda Opelt

Pahoua Xiong

How is it going?



The Wendt Library Reference training was really useful. It taught me things I probably should have known but never did, and now I feel more confident answering reference questions. The evaluations were especially useful. Actually doing the project, like scanning, copying etc., really helps me to remember how to do it.

Allison Petska



Reference training was insane in the membrane! It was honestly like living through the movie Die Hard! Especially the explosions. I was all like "There better be some sort of scavenger hunt" and then BAM, there it was! I will never forget the time I spent on my reference training. Mainly because I now have several scars due to it.

Danny Hart

Going forward

- Maintenance
 - Training Participants
 - Practicum Students
 - Student Librarian
- New Permanent Staff
- New Library Resources
- Consolidation of Modules

Questions?

Contact info:

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Anne Glorioso – glorioso@engr.wisc.edu

Amy Kindschi – <u>kindschi@engr.wisc.edu</u>

Thank you!