

Claremont Training Module Possibilities
Provided for all staff who provide assistance
Available in both online and print formats
Includes self-testing component

From the Website

- *Blais*
- *eResearch Tools* : Research guides by subject, Databases, Electronic journals, Digital collections, Library catalogs, Quick facts & ready reference
- *Online Help*: Ask a librarian (incl. 24/7), Research strategies & tips, Course/program-specific help, Workshops & tours
- *Services & Policies*: Reference & instruction services, Services for faculty & students, Accessing our resources, Policies, The Copy Center
- *Hours & Locations*: Hours, The Libraries: Honnold/Mudd - Denison - Sprague - Seeley G. Mudd, Asian Studies collection, Special Collections , Maps & driving directions
- *Checking out materials*, Course reserves, E-books, Media materials, Request materials not at Claremont (InterLibrary Loan)
- *About the Libraries*: News, events & exhibits, Addresses & contact info, Job opportunities, Publications, Mission & goals, Library partners & affiliates
- *Quick Links*: Ask a librarian, My Blais account, LINK+, ERes, New books in the Libraries, Web search engines, The Claremont Colleges, Search our site, Government Publications
- *"How Do I..."*: Find materials in our collections, Find articles in journals, Find government information, Find electronic reserves, Find materials on reserve at our circulation desks, Access library resources from home and on campus, Make photocopies, Contact the Libraries

Additional Suggestions

- *Referrals*: Names and places at the Libraries, the Colleges, and CUC (directories/catalogs)
- *Event/Class Schedule Information*: Libraries, Colleges, and CUC calendars, combined class schedule
- *Maps/Location Guides*: Libraries, Colleges, and CUC
- *Service Points' Policies, Protocols, Procedures and Forms*
- *Reference Interview/Assistance Strategies*: Coordinating the work of librarians/assistants
- *Shelving Basics*
- *Microforms*
- *Equipment*: workstations, monitors, network printer, storage devices (zip, floppy, usb), multimedia equipment (including workstations, scanners, audio playback, and video/DVD viewers)
- *Software*: Internet Explorer, Microsoft Office (Word, Excel, Access, Power Point), GIS, and multimedia applications
- *Connectivity*: wired, wireless, remote