

College Library Information Services Training Topics & Teams

**Revised August 10, 2007
General training order**

1. Opening/Closing & Security - Policies and Procedures
JB (LT) plus JTR, SD
2. Survey Results and Analysis of PubStats
SF (LT) plus CK, NW
3. Reference Interview / Interpersonal Communication
CK (LT) plus JR, POD
4. Communication Expectations and Technologies - F2F; Telephone;
Email; LiveHelp; AIM; Roaming
SD (LT) plus CK, SF, NB
5. Circulation Services - Policies and Procedures; Voyager; Different Media
CW (LT) plus BB, JB, SB, TA
6. Building Facility Issues and Concerns - Policies and Procedures; Office Supplies;
Public Supplies; First Aid Supplies; Cleaning Supplies; Refilling Bathroom Supplies;
Lost and Found; Parking
TA (LT) plus DL, VT
7. Library Web Site Resources - Locating Resources; MetaLib (E-Resource Gateway),
QuickSearch Sets; Metasearching
CN (LT) plus SF, APO, CW
8. DoIT-Provided Services - Wireless; MyUW; WiscMail; WiscCal; MyWebSpace;
Learn@UW
DL (LT) plus APO, TI
9. Print, Copying, and Scanner Services - DebitCard Policies; Troubleshooting; Toner;
Features
TI (LT) plus DR, VT
10. MadCat
EF (LT) plus JB, JD
11. Access Services - UW System Search; WorldCat; LibraryExpress; LinkCat; FindIt;
Recall and Retrieve
JB (LT) plus BB, CA, KK
12. LTG-Provided Services - Computer tiers; Applications on Tier 1 computers in
College Library; Temporary storage space; USB and Tier 1s; Printing; Deep Freeze
TI (LT) plus DL, TA
13. Student Assistants - Policies and Procedures; Expectations; Supervision; RCS and
CMC Pages
BB (LT) plus JB, SB
14. Computer Applications - Tier 1, Multiple ways of doing x, y, and z; Office
Applications: Word, Exel, PowerPoint; PDFs
JS (LT) plus DR, SD
15. Google & Google Scholar
POD (LT) plus DR, VT
16. Using Local Web Sites plus PubStats - Libraries' Web site;
Campus Library Web sites; Referring Questions to Other Libraries /
Library Staff; UW Web site; PubStats
CK (LT) EF, TI
17. College Library is a Teaching Library
JR (LT) plus POD, SF
18. Journal Databases – Commonalities - Expectations;
Using a 'New' Interface; Reading a Citation
KK (LT) plus CK, JA, SF

Staff count of teams and
lead training assignments.

Initials	LT	Teams
BB	1	3
CK	2	5
CN	1	2
CA	0	2
CW	1	3
DL	1	3
DR	0	3
EF	2	3
JA	1	2
JB	2	5
JD	0	2
JR	1	2
JS	1	1
JTR	0	1
KK	1	2
NW	0	1
POD	2	4
APO	0	3
SD	1	4
SF	1	5
SB	0	2
TA	1	4
TP	0	1
TI	2	3
VT	0	3

LT = Lead Trainer

19. Classroom Instruction - Comm A;
Script; CLUE; Scholarly vs.
Popular; Teaching Outside of the
Classroom -
EF (LT) plus CW, TP, SD

20. Library Course Pages and
Reserves
JA (LT) plus CA and JD

21. Refworks Basics
POD (LT) plus APO, TA, CN