



Library Instruction Resources and Tutorials

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Library instruction is always a challenge in our ever-changing social and technological environments. It is important for those working at points of contact with patrons -- including reference and support staff, not only user education librarians -- to stay as up-to-date as possible with the many technology resources our patrons are using. To this end, we have compiled a list of organizations interested in keeping librarians knowledgeable about the latest in library instruction tools and methods.

In addition, we have included a list of tutorials that answer patrons' (and librarians') common questions about software, processes, and downloads. As with any list of electronic resources, these tutorials often become out-of-date more quickly than we realize. We know there are always new resources many of you find useful; please let us know about any tutorials you find helpful for either teaching "tech training classes" or for recommending to patrons for independent practice.

Organizations

Several organizations interested in library instruction have lists of suggested resources, tutorials, and goals for library users of all ages and abilities:

- § The American Library Association (**ALA**) suggests standards and objectives for bibliographic instruction at <http://www.ala.org/Template.cfm?Section=bibliographicins>
- § ALA's Library Instruction Round Table (**LIRT**) has compiled a list of library instruction tutorials at <http://www3.baylor.edu/LIRT/lirtproj.html>
- § ALA's Reference and User Services Association (**RUSA**) highlights a section on User Education and Information Literacy at <http://www.ala.org/ala/rusa/rusaourassoc/rusasections/rss/rsssection/rsscomm/usereducationandinformationliteracy/UseEdInfoLit.htm>

- § **RUSA** also includes policy and practice guidelines for introducing electronic information resources to users at <http://www.ala.org/rusaTemplate.cfm?Section=referenceguide&Template=/ContentManagement/ContentDisplay.cfm&ContentID=26927>
- § ALA's Association of College and Research Libraries (**ACRL**) includes guidelines for instruction programs in academic libraries at <http://www.ala.org/ala/acrl/acrlstandards/guidelinesinstruction.htm>
- § **ACRL** also promotes "PRIMO: Peer-Reviewed Instructional Materials Online," a database for searching suggested instructional resources reviewed and selected by their Emerging Technologies in Instruction Committee at <http://www.ala.org/ala/acrlbucket/is/iscommittees/webpages/emergingtech/primoindex.htm>
- § ALA's American Association of School Librarians (**AASL**) suggests teaching information skills via the Information Power model that includes meeting the highest standards of teaching & learning, information access and delivery, and student literacy at <http://www.ala.org/aaslTemplate.cfm?Section=Resourceguides&Template=/ContentManagement/ContentDisplay.cfm&ContentID=15288>
- § ALA's Library Support Staff Interests Round Table (**LSSIRT**) links to tips for teaching information literacy at <http://www.librarysupportstaff.com/teachlib.html>
- § New Jersey affiliates of many of these organizations include the New Jersey Library Association (**NJLA**), <http://www.njla.org>, and the New Jersey Association of School Librarians (**NJASL**, formerly EMAnj, <http://www.emanj.org>)
- § Other organizations interested in education through technology include the Association for Educational Communications and Technology (**AECT**), <http://www.aect.org>, and the New Jersey Association for Educational Technology (**NJAET**), <http://www.njaet.org>

Resource Guides

Many groups and sites collect library instruction resources on a variety of topics. Here are the best collections that we found on the web:

- § The **Library Orientation Exchange** (LOEX) Clearinghouse provides links to university tutorials online in a variety of subjects at <http://www.emich.edu/public/loex/islinks/tutlinks.htm>
- § **Colorado State University Libraries** are offering the source code for their tutorials to interested educators and librarians, so that you can customize their tutorials for your own library. If you can modify Macromedia Flash files, go to <http://lib.colostate.edu/tutorials/>
- § **Library Instruction Links** collates a variety of resources such as information literacy resources, lessons learned in teaching library skills, sample lesson plans

and advice on best practices at <http://www.libraryinstruction.com/links.html>. The site includes discussions of active learning, critical thinking, exemplary practices and bibliographies, with a focus on teaching through the library

Tutorials Recommended by Users in Our Region

Libraries in our area utilize a variety of tutorials with their patrons; this list compiles sites suggested by librarians and users of varying ages. Please let us know about sites you'd like us to delete from or add to this list, or tell us about other topics you'd like us to investigate further.

How to Use a Library

Helping Your Child Use the Library

<http://www.ed.gov/pubs/parents/Library/index.html>

The article is written for parents about library services and how to use the library. The tutorial is online, easy to read, and can be used as a handout for a parenting class.

Mornroe County Library, Indiana

<http://www.monroe.lib.in.us/childrens/ddchow.html>

The page contains a guide to the Dewey Decimal System.

Duke University Libraries: Guide to Library Research

http://www.lib.duke.edu/libguide/fi_books.htm

Duke's tutorials cover use of the Dewey Decimals System, the online catalog, online catalog records and the Library of Congress Subject Headings.

Basic Web Lessons

AARP: Basic Web Lessons

<http://www.aarp.org/learninternet/>

The AARP has devoted an entire section of the website to computer and technology instruction and issues. The site is easy to use and understand and is excellent for self-instruction.

Learn the Net

<http://www.learnthenet.com/english/index.html>

The company providing this link, "Learn the Net" is a for profit enterprise and there are copyright restriction on the materials. The tutorials provide a discussion of a range of Internet topics, are well written, easy to understand and have relevant links.

Net Tutor

<http://gateway.lib.ohio-state.edu/tutor/>

Ohio State University Libraries Web searching tutorials. The site provides web pages that discuss basic web searching, search, and research skills.

Monash University Library: Library Online Tutorials

<http://www.lib.monash.edu.au/vl/www/www06.htm>

The Monash University Library tutorials contains web searching information as well as subject guides, glossaries, indexes, and online tutorials.

Hannon Library: How to Search the Internet

<http://www.sou.edu/library/searchtools/howto.html>

The Hannon Library web site contains a number of tutorials concerning Internet research.

The Brain Spot

<http://www.unc.edu/depts/recreate/spot/index.html>

This is an online basic interactive Internet searching tutorial. The site was developed at the University of North Carolina in Chapel Hill to assist persons with brain injury in the use of the Internet. The site could be applied to elementary school students.

University of Albany Libraries: Internet Tutorials

<http://library.albany.edu/internet/>

Useful descriptions of what search engines can and cannot do, with explanations of the Deep Web and second-generation searching with services such as Teoma.

Microsoft Access

Access Tutorials, Tips, and Techniques in PDF

<http://humanities.lehman.cuny.edu/techservices/wsaccess.htm>

Lehman College, CUNY, provides a basic Access Tutorial.

Bay City Schools, Michigan: Access 2000 Tutorial

<http://www.bcschools.net/staff/AccessHelp.htm>

The site contains a basic Access tutorial.

Microsoft Excel

Welcome to Excel

<http://www.usd.edu/trio/tut/excel/> - This website has a tutorial for Excel beginners. It provides good graphics and screen shots for easy reference.

Excel Tutorial

<http://einstein.cs.uri.edu/tutorials/csc101/pc/excel97/excel.html> - This website has very detailed information on Excel for both beginner and more acquainted users. It provides in-depth screen shots of the processes, with explanations.

Education Online for Computers: Excel

<http://www.educationonlineforcomputers.com/links/Free-Microsoft-Excel-Training/> - This website provides links to diverse websites which provide tutorials on basic and advanced Excel tutorials.

Microsoft Outlook

Outlook Tutorial Overview

<http://ipr.iupui.edu/outlook/>

The site provides basic level tutorials for Microsoft Outlook 2000. The site was created by the Institute for Psychiatric Research, Indiana University.

Microsoft PowerPoint

PowerPoint in the Classroom

<http://www.actden.com/pp/> - This site gives creative tutorials on how to use PowerPoint and is especially good for beginners.

Technology for Teachers: PowerPoint Tutorial

<http://oregonstate.edu/instruction/ed596/ppoint/pphome.htm> - A very useful PowerPoint tutorial for teachers which includes screen shots to help you visualize its points.

Education Online for Computers: PowerPoint

<http://www.educationonlineforcomputers.com/links/Free-Microsoft-PowerPoint-Training/>
A diverse medley of beginner and advanced tutorials for every kind of user.

Microsoft Word

Florida Gulf Coast University: Technology Skills Orientation

<http://www.fgcu.edu/support/office2000/word/> - This tutorial employs screen shots and in-depth explanations to teach the basics of Microsoft Word. For Office 2000 edition.

Word Tutorials: Electric Teacher

<http://www.electricteacher.com/tutorials.htm> - This tutorial goes through the basics and more advanced topics to help you create your Microsoft Word document.

Adobe Photoshop

Adobe Products Tips and Tutorials

<http://studio.adobe.com/tips/main.jsp>

Adobe provides a searchable database that contains tips for all of its products.

Find Tutorials: The E-Learning Website

<http://tutorials.findtutorials.com/index/category/12>

The page provides a number of Photoshop tutorials.

Education Online for Computers: Photoshop

<http://www.educationonlineforcomputers.com/links/Free-Adobe-Photoshop-Training/>

Provides a number of tutorials for Adobe Photoshop.

General Computer Training

Computer Awareness Training Online

http://www.wcu.edu/ccenter_inf/CatOnline/

Western Carolina University developed these online tutorials to assist students in developing basic computer skills.

Computer Training Tutorials

<http://www.ckls.org/~crippel/computerlab/tutorials/index.html>

Chris Rippel of the Central Kansas Library System has compiled informational links about computer hardware, software and the Internet.

Learn That: Computer Tutorials

<http://www.learnthat.com/tutorials/alltutorials.asp?cat=3>

Free tutorials covering a range of computer hardware and software topics.

Education Online for Computers

<http://www.educationonlineforcomputers.com/>

Education online provides both free and subscription-based tutorials.

C-Net's Help.com

<http://courses.help.com/>

CNET provides free and fee-based tutorials as well as computer reviews.

Software Downloads

Downloads.com

<http://www.download.com/>

Provides online access to a wide variety of free and pay-for software. This is a "user-beware" site; be very sure before you download.

Microsoft Download Center

<http://www.microsoft.com/downloads/search.aspx?displaylang=en>

Contains links to upgrade and maintain Windows products plus additional info.

Writing a Paper

Morris County Library Reference

<http://www.gti.net/mocolib1/haven/>

The Morris County Library has created this guide to reference sources by disciplines.

Purdue's Online Writing Lab

<http://owl.english.purdue.edu/workshops/hypertext/ResearchW/>

The site contains a guide on how to write a research paper.

Microsoft Windows

Windows Basics

<http://gti.net/rocktwp/windows.html> - This tutorial provides the information about the basic parts of a Windows program. It clearly defines many different functions of the screen.

Find Tutorials.com: The E-Learning Website

<http://tutorials.findtutorials.com/index/category/15> - This tutorial explains how to use Windows Explorer, file compression, printing, and customization. This tutorial contains screen shots for easy reference.

Mouse Basics

<http://gti.net/rocktwp/mouse.html> - This tutorial explains the basics of using a mouse. It also provides links for mouse practice.

Web Page Design

Find Tutorials.com: The E-Learning Website

<http://tutorials.findtutorials.com/index/category/89> -This website give links to tutorials on the different aspects of HTML. It is very informative on a wide range of HTML creations.

HTML Goodies: The Basics

<http://htmlgoodies.com/primers/basics.html> - There is a seven-step tutorial on HTML for beginners, with very good step-by-step procedures and FAQs.

Education Online for Computers: HTML

<http://www.educationonlineforcomputers.com/links/Free-Web-Development-Training/>
Click on the "HTML Tutorials," "Front Page," or "Dreamweaver" links. This web page then gives links to other web design basics and tutorials.