

Appendix C-2 “Library Catalog and Internet Training” Outline

****Please note that this training refers to the catalog and web site of the King County Library System. Therefore, the specifics of this training may not be applicable to your library. However, the training has been included to inspire ideas.*

****The “Find It” brochure referred to in this training can be found off of the King County Library System homepage: www.kcls.org. The full name of the brochure is: “Use the Library Catalog to Find Materials in Many Languages.”*

Purpose: The purpose of this workshop is to enable interpreters to successfully aid families who have a home language other than English during library tours.

Learning Outcomes: By the end of this workshop, you will be able to:

- Create a list of library and/or computer terms that will need to be translated for library tours
- Locate information on the library home page (www.kcls.org) that will be important for families with a home language other than English
- Demonstrate use of the library catalogue to:
 - Find library materials in English and languages other than English
 - Request books and other materials (place holds)
 - Review your library account and renew items online

Time: 1 hour 45 minutes

Hook – 5 minutes

Initial Case Problem – Image this: You have never been to the library before. You take a chance and decide to go. When you walk in the door you see lots of people, and library materials everywhere! You walk around, but you can’t figure out how things are organized, and you don’t understand the rules. How do you borrow something? How do you use the computer? They seem to all be taken! You want to ask someone, but you only speak a little bit of English.

Ask: How would this make you feel?

Sum up: You are here today, because we want to make these families’ first library experiences wonderful! There will be librarians and ECEAP and Headstart staff smiling and willing to help. We will show families how to get a library card. We will provide them with materials that explain everything in their own languages. We will show them how to find materials. YOU are a crucial part of this. YOU bring all of this together. Through you, the families can ask questions, fully understand, and feel safe.

Welcome – 5 minutes

- Give participants time to get in, settle in, etc.
- Welcome interpreters, THANK THEM, and state the purpose and the learning outcomes.

By the end of this workshop, you will be able to create a list of library and/or computer terms that will need to be translated for library tours. – 5 minutes

- Pass out word list hand-outs.

- Explain that these are words that I identified as terms that interpreters may not know in their non-English language off the tops of their heads. They may need to consult each other or dictionaries to translate them.
- They should add words to this list throughout the training. At the end of training, we will share our lists so that everyone is prepared as possible.

By the end of this workshop, you will be able to locate information on the library home page. – 20 minutes

Home page: www.kcls.org

Links of interest:

- ESL/Literacy (sidebar)
 - Services and Collections
 - Talk Time, ESL, and Citizenship classes
 - Non-English Computer Classes (Spanish and Mandarin Chinese) – show that ALL computer classes are listed. Users must scan the full list to find the non-English classes.
- Kidspage (sidebar)
 - For storytimes → Kids @ the Library, scroll down to program search
 - Links off of the Kidspage have been looked at and tested by librarians. They will be safe for children.
- Parents & Caregivers

BREAK – 10 minutes

By the end of this workshop, you will be able to demonstrate use of the library catalogue... - 50 minutes

www.kcls.org → Library Catalog → iPac Catalog

...to find library materials in English, and in languages other than English. ...request books and other materials. – 30 minutes

- Hand out the Find-It brochure in everyone's language and in English.
- Go over the introduction and languages
- Go over Step 1, emphasizing librarian help (have laminated translation sheets?)
 - Language Talk Tools
 - English versions of Find It
- Go through Step 2
 - Subject box – choose Subject/Summary Words from drop-down menu
 - Making the list smaller – the Sort By and Limiting boxes are below the search boxes, NOT in upper-right-hand corner
- Go through Step 3
 - Sort by = Sorting
 - Limit by = Limits
 - ***For many of the languages other than English, patrons will get MORE CHOICE of easy readers by also choosing Collection = Juvenile!!! For example, all folktales are J, not E.
- Go through Step 4
- Go through Step 5

- Request Item = Place Hold
- User ID = Library Card Number
- Go through Step 6

...review your library account and renew items online. – 20 minutes

- www.kcls.org → My Account OR
- www.kcls.org → Library Catalog → My Account
- Account Overview
 - Items Out
 - Renewing: check box, hit renew
 - You cannot renew an item if there is a hold list for it
 - When you renew an item, it renews it for 4 weeks FROM THE DATE YOU RENEW IT! So don't renew until just a day or two from the due date.
 - Hold Requests
 - Active/Inactive
 - Yearly Holds
 - Messages
 - Profile

Closing – 10 minutes

- Go over term list – add items
- Questions
- Play – Remember: you can practice this from home if you have a computer.

Library Catalog and Internet Training Term List

- Catalog
- Call #
- Place a Hold
- Web page
- Home page
- Internet
- Renew
- Profile