

Hands-on Training Modules

Minerva Training

1. What is Minerva?
2. How do you access it? <http://minerva.louisville.edu>
3. Searching course reserves.
4. Searches
 - A. Author
 - B. Title
 - C. Journal title
 - D. Call number
 - E. Subject
 - F. Basic keyword
 - G. Advanced keyword
 - H. Ranked Keyword
5. Library of Congress (LC) Classification System
6. Setting search limits.
7. Reading item records.
8. Brief view vs. Full View vs. Table of Contents View
9. Print, Save and E-mail Options
10. Renewing books online
11. Requesting a book from the Robot Retrieval System (RRS)
12. Requesting a book through Inter-Library Loan (ILL)

Database Training

1. How to access databases.
2. Most commonly used.
 - A. Ebsco, ProQuest, WorldCAT
3. Change the search terms if no items are found.
 - A. If there are still no results, refer the patron to a staff member.
4. Using Journal Finder to locate periodicals within the library.
5. Using "Find it at UofL."
6. Using Subject Guides.

Database Training

1. Classrooms: <http://www.library.louisville.edu/cal2/day.php?area=1>
2. Chao Auditorium, Rooms 210 and 409: http://ntserv5.it-servers.louisville.edu:8080/wv3/wv3_servlet/urd/run/wv_space.DayList?evdt=0,spfilter=288457,lbdviewmode=grid

Building Maps

1. All Libraries: <http://library.louisville.edu/maps/index.html>
2. Ekstrom Library: <http://library.louisville.edu/ekstrom/tour/floorLL.html>

Voyager Circulation Training

1. How to Log in.
2. How to charge an item – items must be checked out at the proper desk.
 - A. Circulation – books, RRS, book reserves, ILLs.
 - B. Media Resources – SGA videos, Ekstrom videos, video reserves, laptops.

- C. Periodicals – “Media” books; microform and periodicals do not circulate.
- D. Reference – non-circulating desk; location of map collection and reference books.

Groupwise Messenger Training

1. How to Log in.
2. How to add contacts.
 - A. How to create folders to sort contacts by department.
3. How to start a conversation.
4. How to broadcast to all online users in case of emergencies or when DPS is called.

Using the VoIP Phones

- When you pick up the phone, say Ekstrom Library and the name of your department. Also ask how you may help the person on the line.
- If the person who is being called is unavailable or you cannot answer the patron’s question at that time, write down his or her name, phone number, date and time of call and message.

Checking Your Paystub Online

1. Go to <http://ulink.louisville.edu>
2. Type in your username and password.
3. Click on the Faculty/Staff Services tab.
4. Under the personal information section, click on Paycheck.
5. You will probably have to pick up your first paycheck at the UofL Human Resources Office.

Preventing Sexual Harassment Training

This training module must be completed online within 30 days of your date of hire. Visit the website, click “student,” read through the materials and take the following test. Print off a copy of your results and turn it in to your Supervisor.

<http://training.newmedialearning.com/psh/louisville/index.htm>