

SPOTLIGHT *on* COMPETENCIES

Picture this... You've arrived at work to find none of the computers turned on, the printer out of paper and no one seems to know how to get things rolling technology wise. What you need are some minimum technology competencies for all the staff. And here they are... from OLC's Library Education Committee. We want to know how your library uses competencies. Please send your stories to cathy.wilkymacky@cincinnati.library.org.

COMPETENCY: Library Web Site and Online Catalog Basics

Definition:

Demonstrated knowledge of library's Web site – the URL, what can be found on the Web site and services available through the library's Web site. Ability to perform simple searches in your library's online catalog.

Select Skills and Behaviors:

- Knows library's URL and can access library's Web site
- Knows library's various Web sites and how to access them
- Knows resources available on library's Web site, including electronic databases
- Articulates the library's Internet policy to patrons
- Determines location and availability of specific items in the online catalog
- Searches the online catalog by author, title and subject
- Accesses the library's online catalog

Training Resources:

30 Minute eClassroom - www.library.ohio.gov/cregister/sloh-sessions/
OPLIN Training Resources – www.oplin.org -> About OPLIN -> Training
Webjunction – www.webjunction.org

Training Opportunities:

Web Search Tools
OPLIN Databases
OPLIN Database Training

Complete List of Competencies:

www.olc.org/CoreCompetencies.asp

More Information:

Cathy Wilkymacky, The Public Library of Cincinnati and Hamilton County
(Cathy.Wilkymacky@CincinnatiLibrary.org)

