Outside the Classroom: Using LibGuides to Promote Literacy, Professional Development, and Specialized Collections

Rachel Hooper, Kelly Wilson, Jeff Simpson, and Jana Slay. Troy University Library
Overview

1. Training and Instruction for Student Workers
2. Repository of Government Documents – Both Print and Electronic
3. Database Guides
4. Bibliographic Guides for Classes
5. Promoting Librarian Scholarship
6. Promoting Library Events Across All Campuses

http://troy.libguides.com/
Student Worker Training Guides

- Saves time
- Students learn at their own pace
- First implemented Fall semester of 2017
- Easily accessible
- Compiles important information for a quick reference
Welcome to the library! We are so glad you are working with us this year. Please use this guide to familiarize yourself with the library, library policies, and the classification systems. If you have any questions, feel free to ask any of the librarians.

Schedule

If you can't make it to your scheduled work shift or if you will be late, please notify us as soon as possible. The reference desk number is 334-670-3255.

Each time you start and end a shift, you must sign in with the librarian on duty. Otherwise you will not be paid.

Remember...

- Only librarians are allowed to take student fines or to use the register.
- No visitors allowed.
- No food.
- Do not use ear plugs/headphones while at the desk.
- Make sure to dress appropriately. You will be required to shelve, so you will be lifting, bending, and pushing carts.
- Keep talking to a minimum at the desk. Sound carries throughout this building, so loud conversations can disturb students who are trying to concentrate.
- The computers behind the desk are for work and school only. You are not allowed to play games on these computers.
- Do not under ANY CIRCUMSTANCES give out the names or phone numbers of other library student workers, staff or librarians.

Useful Links

Below are useful links for new (and continuing) Troy University students.

- Resume and Cover Letter Templates.
  These templates are created and maintained by Troy's Career Services.

Don't know what to do?

There is always something for you to do! Don't forget to do these:

- straighten books on the shelves
- straighten the library (pick up extra books laying around, throw trash away, push chairs up, etc.)
- mark books as used
- check the paper in the printers and copier
- shelve books

Includes:
- Library policies/procedures
- Daily duties
- Library of Congress training
- Dewey Decimal Training
Government Documents Repository

- Showcases print and electronic documents, including links to PDFs

- Will include all print documents at Troy’s main campus, including:
  - Call Number
  - Physical Location
  - Images, where applicable
Professors may request instruction guides for specific databases

Librarians create guides for our potentially challenging databases or for more in-depth research

Examples of guides

- Associated Press (AP) Video Collection
- Bloomberg BNA Tax and Accounting Center
- Cabells Scholarly Analytics
- Database Search Alerts
- Dissertations and Theses
- Electronic Books (eBooks)
- Emerald Insight Database
- Films On Demand
- JSTOR Arts and Sciences database
- LegalTrac
- Mango Languages (database)
- Mental Measurements Yearbook
- Newspapers
- Periodicals Archive Online Database
- RIA Checkpoint
- Westlaw
http://troy.libguides.com/mmy
Bibliographic Guides

- Professors can be added as editors or contributors and create their own content
- Provides statistics for our databases
- Provides one location for students to find needed articles
- List Books, Articles, and eBooks
- Can be embedded into learning management systems (Canvas)
Economists and Morality


Supplemental Readings:

Environment


Supplemental Readings:

Exploitation


Gender Discrimination


Supplemental Readings:
Promoting Librarian Scholarship

- Repository of presentations, posters, and articles
This guide shows poster presentations that Troy University librarians have given at annual American Library Association conferences.

Reimagining Outreach: How an Academic Library Successfully Served as One of 104 Host Sites for the ALA Public Programs Office Sponsored “Native Voices; Native Peoples’ Concepts of Health and Illness” Traveling Exhibition

Jeff Simpson, Jana Slay, & Brian Webb
Troy University Library - Troy, Alabama

35 Linear Feet, Security & Insurance Required for Host Sites

Each crate measures: 70” H x 30” W x 48” D and weighs 480 lbs.

6 Banners, 6 iPads, Stands & Headphones for Six-Week Loan Period

The Details:
- Open House PLUS 4 public programs
- Programming led by university professors
- 2 sessions designed for a local elementary school 3rd & 4th grade classes
- 270 attended scheduled sessions; 4300 overall attendance estimated during the exhibition period
- Posters & flyers created for programming: University Campus Television, Student Newspaper, and AM Radio coverage
- Project significantly enhanced through community and academic partnerships and collaboration

Exhibition Credit
The U.S. National Library of Medicine (NLM) developed and produced Native Voices; Native Peoples’ Concepts of Health and Illness. The American Library Association (ALA) Public Programs Office, in partnership with NLM, tours the exhibition to America’s libraries.

Conducted 4 Public Programs Led by University Professors

Hosted an Open House!
Collaboration, Creativity, and Collections: Alabama Traveling Postcard Exhibits

Ruth Elder and Jana Slay
Troy University Library, Troy, Alabama

Purpose
- Publicize the extensive postcard collection
- Draw interest from amateur and expert researchers
- Partner with the 2017-2018 celebration of Alabama's bicentennial
- Make available to all the people of Alabama
- Appeal to a wide audience

Implementation
- Traveling so the exhibit could go to the people
- Divided state into regions geographically
- Showcased large cities and small towns
- Chose postcards representative of the populace of that area
- Included educational aspects
- Created attractive, durable, and easy to manage panels
- Flexible exhibits—no canvas, printed on one side, and free-standing

Digital Exhibit
- Contains all the content of the physical exhibits and itinerary
- Tailor to the area of state housing the talk
- Talk about the creation of the exhibits
- Demonstrate the digital exhibit
- Tell stories about postcards on the digital exhibit

Physical Exhibits
- Two physical exhibits with interactive postcard images and captions of cities and towns in Alabama
- Also 1,324 images not chosen for the physical exhibits
- Displayed in rotation to expand content
- Seat area for the talk
- Give accessibility to everyone through the library website or the QR code located at the bottom of the panels

Presentations
- Targeted public libraries which regularly host public events

Bibliography
- 38 unique venues have hosted one or both exhibits
- 48 states visited by July 2019
- Two exhibits hosted at each library
- No cost to the library to host the exhibit
- No cost to the library to host the exhibit
- Fully digitalized exhibits

Results
- 48 unique venues have hosted one or both exhibits
- 48 states visited by July 2019
- Two exhibits hosted at each library
- No cost to the library to host the exhibit
- No cost to the library to host the exhibit
- Fully digitalized exhibits

https://troy.libguides.com/ALAPresentations
Promoting Library Events

- One central location for all events
- Provides links for additional information, sources, and related books
- Information on speakers/presenters, locations for events, times and dates
Banned Books Week 2016: Troy Campus Events

Event List

Join us for our Banned Books Week celebration at the Troy Library!

- Monday: Mystery Quiz, 8:00 a.m. - 10:00 p.m.
- Tuesday: Photo Booth, 1:00 - 3:00 p.m.
- Wednesday: Matching Game, 8:00 a.m. - 5:00 p.m.
- Thursday: Read-Out Event, 2:00 - 3:30 p.m.

Read with T-Roy

Read with T-Roy! Troy University's mascot will take pictures with faculty and administrators around campus.

Photo Booth

Come get your picture made with T-Roy while reading your favorite Banned Book! A photo booth will be set up in the Troy University Library so that students can have their pictures taken with their favorite banned books. Props and books will be provided, but feel free to bring your own favorite "banned" book.

Read-Out Event

Troy students are invited to attend a "Read-Out" event featuring faculty who will share their favorite banned books and explain the book's importance. Door prizes will be given out and the grand prize winner will be drawn.

When: Thursday, September 29, 2016 from 2:00 - 3:30 p.m.
Where: Main floor of the library in the Media area

Banned Book Mystery Quiz

Come take the Mystery Quiz in the library! Those who get it right will be entered for the grand prize that will be given away on Thursday at the Read Out Event at 2:00 p.m.

When: Monday, September 26, from 8:00 a.m. - 10:00 p.m.
Where: Near the Reference Desk on the main floor.

https://troy.libguides.com/ALAPresentations
NEA Big Read: Trojan Talk with Chris Shaffer

Dr. Christopher Shaffer, Dean of Libraries, talks about the NEA Big Read and what it means to the community. Troy University plans to read Silver Sparrow by Tayari Jones and participate in a series of events for this upcoming 2016 NEA Big Read.

https://troy.libguides.com/neabigread
Questions?

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