
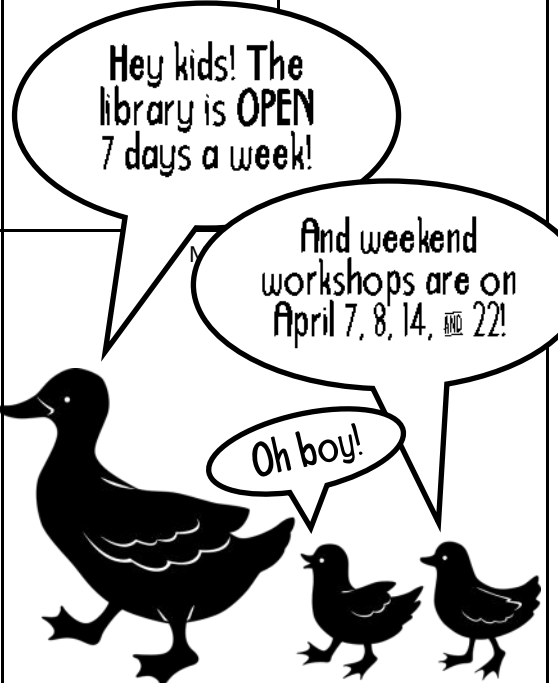


MT. SAC LIBRARY WORKSHOPS AND TOURS

SPRING 2018 See pages 8 to 10 for more info @ descriptions.



SUNDAY 1pm-9:30pm	MONDAY 7:30am-9:30pm	TUESDAY 7:30am-9:30pm	WEDNESDAY 7:30am-9:30pm	THURSDAY 7:30am-9:30pm	FRIDAY 7:30am-4:30pm	SATURDAY 9:00am -4:00pm
February 25 	February 26 Library Tour 1:30 pm – 2:00 pm Library Tour 4:30 pm – 5:00 pm Spring Session Starts!	February 27 Library Tour 11:30 am—12:00 pm Library Tour 2:30 pm—3:00 pm Library Tour 4:30 pm—5:00 pm	February 28 Library Tour 10:30 am—11:00 am Library Tour 2:30 pm—3:00 pm	March 1 Library Tour 2:30 pm—3:00 pm Library Tour 4:30 pm—5:00 pm	March 2 	March 3
March 4 	March 5 Library Tour 1:30 pm – 2:00 pm Library Tour 3:30 pm – 4:00 pm	March 6 Library Tour 11:30 am—12:00 pm Library Tour 2:30 pm—3:00 pm Library Tour 5:30 pm—6:00 pm	March 7 Library Tour 9:30 am—10:00 am Library Tour 11:30 am—12:00 pm Library Tour 4:30 pm—5:00 pm	March 8 Library Tour 1:30 pm—2:00 pm Library Tour 4:30 pm—5:00 pm	 <p>Hey kids! The library is OPEN 7 days a week!</p> <p>And weekend workshops are on April 7, 8, 14, <u>AND</u> 22!</p> <p>Oh boy!</p>	

Library Workshops AND Tours, SPRING 2018




SUNDAY 1pm-9:30pm	MONDAY 7:30am-9:30pm	TUESDAY 7:30am-9:30pm	WEDNESDAY 7:30am-9:30pm	THURSDAY 7:30am-9:30pm	FRIDAY 7:30am-4:30pm	SATURDAY 9:00am-4:00pm
March 11	March 12 Library Tour 2:30 pm – 3:00 pm Library Tour 5:30 pm – 6:00 pm	March 13 Library Tour 8:30 am – 9:00 am Library Tour 1:30 pm – 2:00 pm Library Tour 5:30 pm – 6:00 pm	March 14 Finding & Evaluating Books 10:30 am – 11:45 am	March 15 Library Tour 2:30 pm – 3:00 pm Finding & Evaluating Articles 4:45 pm – 6:00 pm	March 16 Evaluating Websites 11:30 am – 12:45 pm	March 17
March 18 	March 19 Library Tour 1:30 pm – 2:00 pm Finding & Evaluating Books 3:30 pm – 4:45 pm	March 20 Library Tour 12:30 pm – 1:00 pm Finding & Evaluating Articles 5:30 pm – 6:45 pm	March 21 Evaluating Websites 9:30 am – 10:45 am	March 22	March 23 Developing Research Topics 10:30 am – 11:45 am Finding & Evaluating Articles 12:00 pm – 1:15 pm	March 24

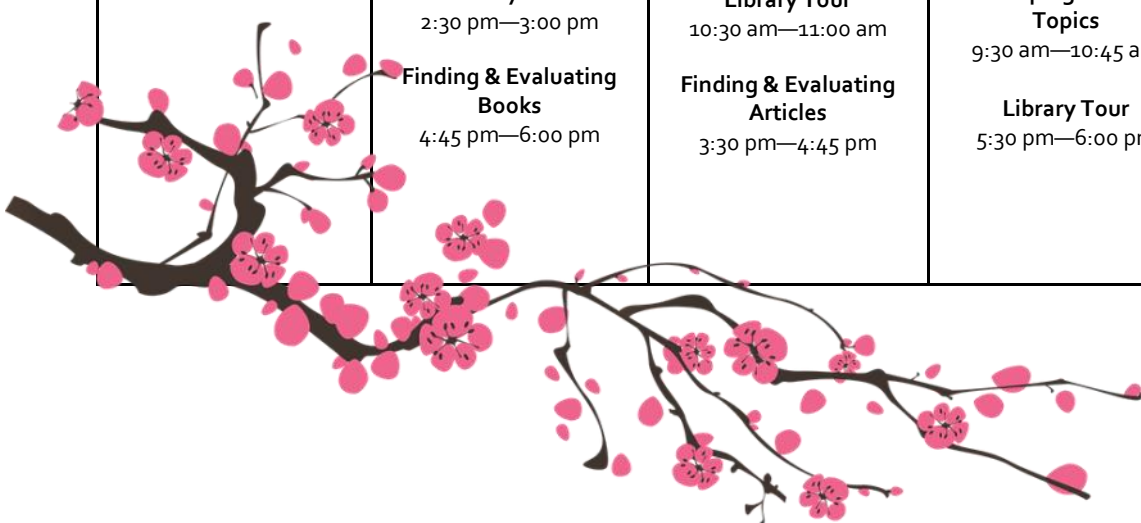
See pages 8 to 10 for more info & descriptions.



Library Workshops AND Tours, SPRING 2018



SUNDAY 1pm-9:30pm	MONDAY 7:30am-9:30pm	TUESDAY 7:30am-9:30pm	WEDNESDAY 7:30am-9:30pm	THURSDAY 7:30am-9:30pm	FRIDAY 7:30am-4:30pm	SATURDAY 9:00am-4:00pm
March 25	March 26 Library Tour 1:30 pm – 2:00 pm Evaluating Websites 4:45 pm – 6:00 pm	March 27 Finding & Evaluating Articles 9:30 am – 10:45 am Finding & Evaluating Books 12:30 pm – 1:45 pm Library Tour 5:30 pm – 6:00 pm	March 28 Developing Research Topics 12:30 pm – 1:45 pm Library Tour 4:30 pm – 5:00 pm	March 29 Finding & Evaluating Articles 12:30 pm – 1:45 pm	March 30 HOLIDAY 	March 31
April 1	April 2 Library Tour 2:30 pm – 3:00 pm Finding & Evaluating Books 4:45 pm – 6:00 pm	April 3 Library Tour 10:30 am – 11:00 am Finding & Evaluating Articles 3:30 pm – 4:45 pm	April 4 Developing Research Topics 9:30 am – 10:45 am Library Tour 5:30 pm – 6:00 pm	April 5 Library Tour 12:30 pm – 1:00 pm Evaluating Websites 3:30 pm – 4:45 pm	April 6	April 7 Developing Research Topics 9:30 am – 10:45 am Finding & Evaluating Books 11:00 am – 12:15 pm



See pages 8 to 10 for more info @ descriptions.

Library Workshops AND Tours, SPRING 2018



SUNDAY 1pm-9:30pm	MONDAY 7:30am-9:30pm	TUESDAY 7:30am-9:30pm	WEDNESDAY 7:30am-9:30pm	THURSDAY 7:30am-9:30pm	FRIDAY 7:30am-4:30pm	SATURDAY 9:00am-4:00pm
April 8 Finding & Evaluating Articles 1:30 pm—2:45 pm Evaluating Websites 3:00 pm—4:15 pm	April 9 Developing Research Topics 2:00 pm—3:15 pm	April 10 Library Tour 11:30 am—12:00 pm Finding & Evaluating Books 3:30 pm—4:45 pm	April 11 Evaluating Websites 9:30 am—10:45 am Library Tour 1:30 pm—2:00 pm	April 12 Finding & Evaluating Articles 4:30 pm—5:45 pm	April 13 Developing Research Topics 10:30 am—11:45 am	April 14 Finding & Evaluating Articles 1:00 pm—2:15 pm Evaluating Websites 2:30 pm—3:45 pm
April 15	April 16 Developing Research Topics 2:15 pm—3:30 pm Finding & Evaluating Articles 3:45 pm—5:00 pm Finding & Evaluating Books 5:15 pm—6:30 pm	April 17 Developing Research Topics 9:30 am—10:45 am Library Tour 1:30 pm—2:00 pm Evaluating Websites 5:30 pm—6:45 pm	April 18 Finding & Evaluating Books 9:30 am—10:45 am Library Tour 4:45 pm—5:15 pm	April 19 Library Tour 12:30 pm—1:00 pm	April 20	April 21

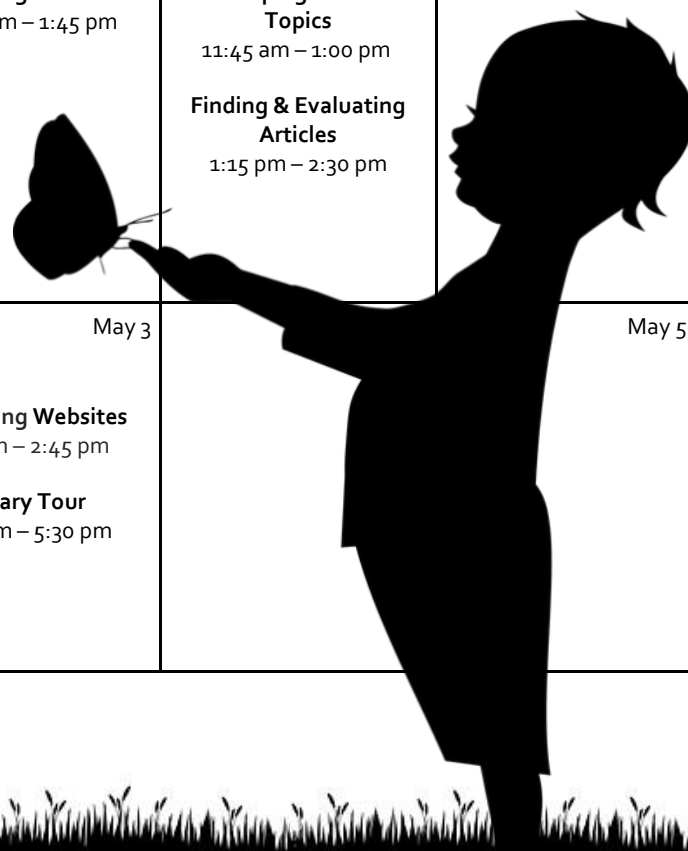


See pages 8 to 10 for more info @ descriptions.

Library Workshops AND Tours, SPRING 2018



SUNDAY 1pm-9:30pm	MONDAY 7:30am-9:30pm	TUESDAY 7:30am-9:30pm	WEDNESDAY 7:30am-9:30pm	THURSDAY 7:30am-9:30pm	FRIDAY 7:30am-4:30pm	SATURDAY 9:00am-4:00pm
<p>April 22</p> <p>Developing Research Topics 2:30 pm—3:45 pm</p> <p>Finding & Evaluating Books 4:00 pm—5:15 pm</p>	<p>April 23</p> <p>Library Tour 2:30 pm—1:00 pm</p> <p>Developing Research Topics 3:45 pm—5:00 pm</p> <p>Finding & Evaluating Articles 5:15 pm—6:30 pm</p>	<p>April 24</p> <p>Library Tour 10:45 am—11:15 am</p> <p>Finding & Evaluating Books 3:30 pm—4:45 pm</p>	<p>April 25</p> <p>Library Tour 9:30 am—10:00 am</p> <p>Finding & Evaluating Articles 11:30 am—12:45 pm</p> <p>Library Tour 2:30 pm—3:00 pm</p>	<p>April 26</p> <p>Evaluating Websites 12:30 pm—1:45 pm</p>	<p>April 27</p> <p>Developing Research Topics 11:45 am—1:00 pm</p> <p>Finding & Evaluating Articles 1:15 pm—2:30 pm</p>	<p>April 28</p>
<p>April 29</p>	<p>April 30</p> <p>Developing Research Topics 12:30 pm—1:45 pm</p> <p>Finding & Evaluating Articles 2:00 pm—3:15 pm</p>	<p>May 1</p> <p>Library Tour 9:30 am—10:00 am</p>	<p>May 2</p> <p>Finding & Evaluating Books 9:30 am—10:45 am</p> <p>Developing Research Topics 3:30 pm—4:45 pm</p>	<p>May 3</p> <p>Evaluating Websites 1:30 pm—2:45 pm</p> <p>Library Tour 5:00 pm—5:30 pm</p>	<p>May 5</p>	<p>May 5</p>



See pages 8 to 10 for more info @ descriptions.

Library Workshops AND Tours, SPRING 2018




SUNDAY 1pm-9:30pm		MONDAY 7:30am-9:30pm		TUESDAY 7:30am-9:30pm		WEDNESDAY 7:30am-9:30pm		THURSDAY 7:30am-9:30pm		FRIDAY 7:30am-4:30pm		SATURDAY 9:00am-4:00pm	
May 6		May 7	<p>Developing Research Topics 2:30 pm – 3:45 pm</p> <p>Finding & Evaluating Articles 4:45 pm – 6:00 pm</p>	May 8	<p>Library Tour 10:45 am – 11:15 am</p> <p>Finding & Evaluating Books 2:45 pm – 4:00 pm</p> <p>Evaluating Websites 4:15 pm – 5:30 pm</p>	May 9	<p>Library Tour 11:30 am – 12:00 pm</p> <p>Finding & Evaluating Articles 12:30 pm – 1:45 pm</p>	May 10	<p>Finding & Evaluating Articles 11:30 am – 12:45 pm</p>	May 11		May 12	
May 13		May 14	<p>Finding & Evaluating Articles 1:30 pm – 2:45 pm</p> <p>Developing Research Topics 4:45 pm – 6:00 pm</p>	May 15	<p>Finding & Evaluating Books 9:30 am – 10:45 am</p> <p>Library Tour 2:30 pm – 3:00 pm</p> <p>Finding & Evaluating Articles 5:30 pm – 6:45 pm</p>	May 16	<p>Evaluating Websites 9:30 am – 10:45 am</p>	May 17	<p>Developing Research Topics 1:30 pm – 2:45 pm</p>	May 18		May 19	



See pages 8 to 10 for more info & descriptions.

Library Workshops AND Tours, SPRING 2018

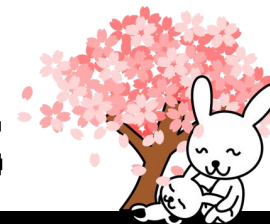


SUNDAY 1pm-9:30pm	MONDAY 7:30am-9:30pm	TUESDAY 7:30am-9:30pm	WEDNESDAY 7:30am-9:30pm	THURSDAY 7:30am-9:30pm	FRIDAY 7:30am-4:30pm	SATURDAY 9:00am-4:00pm
May 20	May 21 Finding & Evaluating Books 3:15 pm – 4:30 pm Finding & Evaluating Articles 4:45 pm – 6:00 pm	May 22 Developing Research Topics 9:30 am – 10:45 am Finding & Evaluating Books 5:30 pm – 6:45 pm	May 23 Evaluating Websites 9:30 am – 10:45 am Finding & Evaluating Articles 12:30 pm – 1:45 pm Library Tour 2:30 pm – 3:00 pm	May 24	May 25	May 26
May 27	May 28 HOLIDAY 	May 29 Library Tour 9:30 am – 10:00 am	May 30 Finding & Evaluating Articles 9:30 am – 10:45 am Library Tour 1:30 pm - 2:00 pm Finding & Evaluating Books 3:45 pm – 5:00 pm	May 31	June 1	June 2



See pages 8 to 10 for more info @ descriptions.

Library Workshops AND Tours, SPRING 2018



SUNDAY 1pm-9:30pm	MONDAY 7:30am-9:30pm	TUESDAY 7:30am-9:30pm	WEDNESDAY 7:30am-9:30pm	THURSDAY 7:30am-9:30pm	FRIDAY 7:30am-4:30pm	SATURDAY 9:00am-4:00pm
June 3	June 4 Library Tour 1:30 pm – 2:00 pm Finding & Evaluating Articles 4:45 pm – 6:00 pm	June 5 Finding & Evaluating Books 9:30 am – 10:45 am	June 6	June 7	June 8	June 9
June 10	June 11	June 12	June 13	June 14	June 15	June 16
FINALS WEEK. GOOD LUCK!						

How to sign up and how to print your proof of completion?

To sign up or print your proof of completion, go to the workshop webpage at mtsac.libguides.com/workshops. See last page for instructions.

Anything else to know?

Drop-ins are welcome, but registering online guarantees you a spot in the workshop. See last page for instructions on signing up.

If you miss 15 minutes or more of the workshop, you may not receive proof of completion.

Prefer online learning options? Look for online versions of the Finding & Evaluating Articles workshop and the Finding & Evaluating Books workshop. Information on how to enroll and complete the online versions of the workshops is at mtsac.libguides.com/workshops/online.

To request disability-related accommodations, please contact the Library and Learning Resources Division at least 5 business days in advance of the workshop or tour. 909.274.5659.

See pages 9 to 10 for descriptions & more info.

More Things to Know About the Library Workshops and Tours

What will you learn during the workshops and tours?

Developing Research Topics, 75 minutes

Learn how to search reliable reference sources for overviews, narrow and broaden research topics, and develop a focused research topic. Bring your assignment prompt if you have one. This workshop is most useful in the early stages of your research process.

Evaluating Websites, 75 minutes

Learn how to evaluate websites.

Finding and Evaluating Articles, 75 minutes

Learn how to select library article databases, search in databases for articles, distinguish between popular and scholarly periodical literature, evaluate articles, and troubleshoot your searches. (Also available online at mtsac.libguides.com/workshops/online.)

Finding and Evaluating Books, 75 minutes

Learn how to find and evaluate books for academic research, locate books online and in the library, and troubleshoot your searches. (Also available online at mtsac.libguides.com/workshops/online.)

Library Tour, 30 minutes

Learn about helpful resources like group study rooms, reserved textbooks, research workshops, 24/7 online chat help, books & audiobooks, computers & printing, and many other supportive services and policies.

Where to go and what to bring?

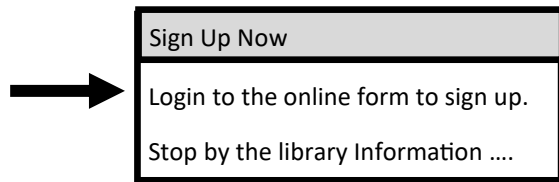
The **workshops** are in room 238 in the Library. The **tours** start at the Library Information Desk.

If you have a research assignment, bring it with you to the workshops. You usually have time to search for sources on your own research topics.

Bring something to write with so you can complete the workshop activities.

How to Sign Up for a Workshop or Tour

1. Start at mtsac.libguides.com/workshops.
2. Click on "Login to the online sign up form" on the right.



3. Use your portal username and password to login. (Don't use your student ID number.)
4. Click on Make Appointment.
5. Select a reason for attending the workshop/tour & click Continue.
6. If you want to see all of the workshop/tour times, click on Find Appointments.
If you want to see all of the times for a particular day of the week, select a day. Then click on Find Appointments.
If you want to find all of the times for a particular workshop or the tour, select the name of the workshop/tour. Then click on Find Appointments.
At the time that this calendar was made, Saturdays & Sundays could not be listed as an option for day of the week. There are workshops offered on 4/7, 4/8, 4/14, & 4/22. To sign up for those workshops, select the workshop name option and leave days to **ALL**.

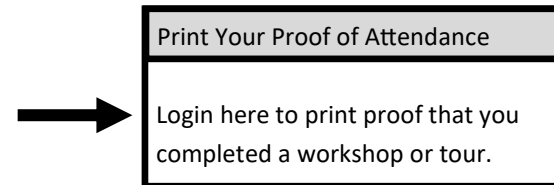
A screenshot of a table with two columns: "Day of Week" and "Workshop Name". The "Day of Week" column lists "All", "Monday", "Tuesday", and "...". The "Workshop Name" column lists "Develop Research Topics", "Evaluate Websites", "Find and Evaluate Articles", and "...". An arrow points from the left towards the "All" row, and another arrow points from the "All" row towards the "Develop Research Topics" row.

Day of Week	Workshop Name
All	Develop Research Topics
Monday	Evaluate Websites
Tuesday	Find and Evaluate Articles
...	...

7. Click on the button with an asterisk * to select the workshop/tour.
8. Confirm your contact information. We only use this information if a workshop/tour needs to be cancelled, which doesn't happen often.
9. After clicking Continue, you will have an option to print your workshop/tour registration. You do not need to bring this with you to the workshop/tour.

How to Print Proof that You Have Completed a Workshop or Tour

1. Start at mtsac.libguides.com/workshops.
2. Click on "Login here to print proof that you completed a workshop or tour" on the right.



3. Use your portal username and password to login. (Don't use your student ID number.)
4. Click on View History.
5. Print that page. If you have a long list, you can print just the page that you need.

Understanding Your History Page

At the top of the page, you will see your name. Then you will see a list of the different activities that you have signed up for using this online system. You will see the date and time of the workshop/tour, the name of the workshop/tour, and in the "Attended" column you will see a "Yes" if you successfully completed the workshop/tour. Please allow 1-2 business days for your completion to be recorded.

A screenshot of a table with five columns: "Date", "Time", "Workshop", "Attended", and "Reason". The "Date" column lists "1/9/2018" and "1/21/2018". The "Time" column lists "9:30am" and "1:30pm". The "Workshop" column lists "Library Tour" and "Finding and Evaluate Articles". The "Attended" column lists "Yes" and "Not Marked". The "Reason" column lists "eSARS" and "eSARS". An arrow points from above towards the "Attended" column.

Date	Time	Workshop	Attended	Reason
1/9/2018	9:30am	Library Tour	Yes	eSARS
1/21/2018	1:30pm	Finding and Evaluate Articles	Not Marked	eSARS

Your Name

Yes = You have completed the workshop/tour and your participation has been recorded.
Not Marked = The instructor has not yet recorded participation for the session.
No Show = You didn't come, didn't successfully complete the workshop activities, or missed too much of the workshop/tour.

