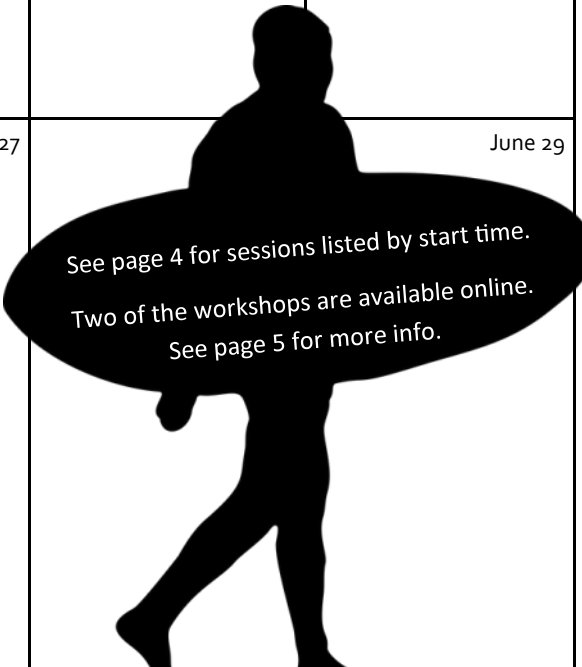




# Mt. SAC Library Workshops & Tours






## Summer 2019

See p. 4 for sessions listed by start time. See pp. 5-6 for descriptions & more info.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
closed	7:30am-9:30pm	7:30am-9:30pm	7:30am-9:30pm	7:30am-9:30pm	closed	closed
June 16	June 17	June 18	June 19	June 20	June 21	June 22
Library closed until school starts on June 20.					FIRST DAY OF SCHOOL!	<b>LIBRARY CLOSED FRIDAYS &amp; SATURDAYS</b>
June 23	June 24	June 25	June 26	June 27		
<b>LIBRARY CLOSED SUNDAYS</b>	<p>Library Tour 9:30 am—10:00 am</p> <p>Library Tour 2:00 pm—2:30 pm</p> <p>Library Tour 3:45 pm—4:15 pm</p>	<p>Library Tour 11:15 am—11:45 am</p> <p>Finding and Evaluating Articles 12:00 pm—1:15 pm</p> <p>Library Tour 3:30 pm—4:00 pm</p> <p>Developing Research Topics 4:15 pm—5:30 pm</p>	<p>Library Tour 11:30 am—12:00 pm</p> <p>Library Tour 3:45 pm—4:15 pm</p> <p>Developing Research Topics 4:30 pm—5:45 pm</p>	<p>Library Tour 9:30 am—10:00 am</p> <p>Finding &amp; Evaluating Books 1:45 pm—3:00 pm</p> <p>Library Tour 4:45 pm—5:15 pm</p>	 <p>See page 4 for sessions listed by start time. Two of the workshops are available online. See page 5 for more info.</p>	

# Library Workshops & Tours

See p. 4 for sessions listed by start time. See pp. 5-6 for descriptions & more info.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
closed	7:30am-9:30pm	7:30am-9:30pm	7:30am-9:30pm	7:30am-9:30pm	closed	closed
June 30 	July 1 Developing Research Topics 10:45 am—12:00 pm Finding and Evaluating Articles 12:00 pm—1:15 pm Library Tour 2:30 pm—3:00 pm Library Tour 4:45 pm—5:15 pm	July 2 Developing Research Topics 8:45 am—10:00 am Finding and Evaluating Articles 10:45 am—12:00 pm Library Tour 2:00 pm—2:30 pm Library Tour 3:30 pm—4:00 pm Evaluating Websites 4:45 pm—6:00 pm	July 3 Finding and Evaluating Books 10:45 am—12:00 pm Library Tour 3:45 pm—4:15 pm Evaluating Websites 4:45 pm—6:00 pm Finding and Evaluating Articles 6:15 pm—7:30 pm	July 4 	July 5 	July 6
July 7 	July 8 Finding & Evaluating Articles 8:45 am—10:00 am Library Tour 11:00 am—11:30 am Evaluating Websites 1:45 pm—3:00 pm Library Tour 4:00 pm—4:30 pm Library Tour 5:15 pm—5:45 pm	July 9 Library Tour 12:45 pm—1:15 pm Finding and Evaluating Articles 1:45 pm—3:00 pm Library Tour 3:30 pm—4:00 pm Finding and Evaluating Books 4:45 pm—6:00 pm	July 10 Evaluating Websites 8:45 am—10:00 am Library Tour 12:30 pm—1:00 pm Finding and Evaluating Articles 4:45 pm—6:00 pm Finding and Evaluating Articles 6:15 pm—7:30 pm	July 11 Library Tour 8:45 am—9:15 am Finding and Evaluating Articles 10:45 am—12:00 pm Library Tour 1:00 pm—1:30 pm Library Tour 3:00 pm—3:30 pm Developing Research Topics 4:45 pm—6:00 pm	July 12 	July 13

# Library Workshops & Tours

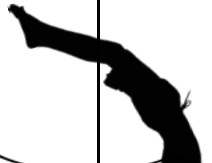
See p. 4 for sessions listed by start time. See pp. 5-6 for descriptions & more info.



**LIBRARY  
CLOSED  
SUNDAYS**

**LIBRARY  
CLOSED  
SUNDAYS**

	<b>MONDAY</b> 7:30am-9:30pm	<b>TUESDAY</b> 7:30am-9:30pm	<b>WEDNESDAY</b> 7:30am-9:30pm	<b>THURSDAY</b> 7:30am-9:30pm	<b>FRIDAY</b> closed	<b>SATURDAY</b> closed
July 15	<p>Library Tour 9:45 am—10:15 am</p> <p>Finding and Evaluating Articles 10:45 am—12:00 pm</p> <p>Library Tour 12:30 pm—1:00 pm</p> <p>Evaluating Websites 1:45 pm—3:00 pm</p> <p>Finding and Evaluating Articles 4:45 pm—6:00 pm</p>	<p>July 16</p> <p>Finding and Evaluating Books 12:00 pm—1:15 pm</p> <p>Library Tour 2:00 pm—2:30 pm</p> <p>Evaluating Websites 4:45 pm—6:00 pm</p>	<p>July 17</p> <p>Finding and Evaluating Articles 4:45 pm—6:00 pm</p> <p>Evaluating Websites 6:15 pm—7:30 pm</p>	<p>July 18</p> <p>Library Tour 9:45 am—10:15 am</p> <p>Finding and Evaluating Articles 12:00 pm—1:15 pm</p> <p>Library Tour 2:00 pm—2:30 pm</p> <p>Finding and Evaluating Books 4:45 pm—6:00 pm</p>	<p>July 19</p> <p><b>LIBRARY CLOSED FRIDAYS &amp; SATURDAYS</b></p>	<p>July 20</p>
July 21	<p>July 22</p> <p>Finding and Evaluating Articles 8:45 am—10:00 am</p> <p>Library Tour 11:00 am—11:30 am</p> <p>Evaluating Websites 1:45 pm—3:00 pm</p> <p>Library Tour 4:00 pm—4:30 pm</p> <p>Library Tour 5:15 pm—5:45 pm</p>	<p>July 23</p> <p>Finding and Evaluating Articles 1:45 pm—3:00 pm</p> <p>Library Tour 3:30 pm—4:00 pm</p> <p>Finding and Evaluating Books 4:45 pm—6:00 pm</p>	<p>July 24</p> <p>Library Tour 11:45 am—12:15 pm</p> <p>Evaluating Websites 4:45 pm—6:00 pm</p> <p>Finding and Evaluating Articles 6:15 pm—7:30 pm</p>	<p>July 25</p> <p>Library Tour 8:45 am—9:15 am</p> <p>Evaluating Websites 10:45 am—12:00 pm</p> <p>Library Tour 1:00 pm—1:30 pm</p> <p>Library Tour 3:00 pm—3:30 pm</p> <p>Finding and Evaluating Articles 4:45 pm—6:00 pm</p> <p>No more workshops or tours after July 25</p>	<p>July 26</p> <p>July 27</p>	



# Workshops & Tours Listed by Start Time



## Workshops Listed by Start Time (75 minutes long)

**8:45 am START:** Topics 7/2, Articles 7/8, Websites 7/10, Articles 7/22

**10:45 am START:** Topics 7/1, Articles 7/2, Books 7/3, Articles 7/11, Articles 7/15, Websites 7/25

**12:00 pm START:** Articles 6/25, Articles 7/1, Books 7/16, Articles 7/18

**1:45 pm START:** Books 6/27, Websites 7/8, Articles 7/9, Websites 7/15, Websites 7/22, Articles 7/23

**4:15 pm START:** Topics 6/25

**4:30 pm START:** Topics 6/26

**4:45 pm START:** Websites 7/2, Websites 7/3, Books 7/9, Articles 7/10, Topics 7/11, Articles 7/15, Websites 7/16, Articles 7/17, Books 7/18, Books 7/23, Websites 7/24, Articles 7/25

**6:15 pm START:** Articles 7/3, Articles 7/10, Websites 7/17, Articles 7/24



## Tours Listed by Start Time (30 minutes long)

### MORNINGS

**8:45 am START:** 7/11, 7/25

**9:00 am START:** 6/24, 6/27

**9:45 am START:** 7/15, 7/18

**11:00 am START:** 7/8, 7/22

**11:15 am START:** 6/25

**11:30 am START:** 6/26

**11:45 am START:** 7/24

### AFTERNOONS

**12:30 pm START:** 7/10, 7/15

**12:45 pm START:** 7/9

**1:00 pm START:** 7/11, 7/25

**2:00 pm START:** 6/24, 7/2, 7/16, 7/18

**2:30 pm START:** 7/1

**3:00 pm START:** 7/11, 7/25

**3:30 pm START:** 6/25, 7/2, 7/9, 7/23

**3:45 pm START:** 6/24, 6/26, 7/3

**4:00 pm START:** 7/8, 7/22

**4:45 pm START:** 6/27, 7/1

**5:15 pm START:** 7/8, 7/22

# 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.** See below for more information.)

#### **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.** See below for more information.)

#### **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 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](https://mtsac.libguides.com/workshops). See last page for details.

### 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.

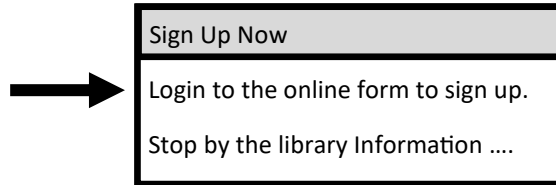
If you miss 15 minutes or more of the workshop, you may not receive proof of completion.



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](https://mtsac.libguides.com/workshops/online).

## How to Sign Up for a Workshop or Tour

1. Start at [mtsac.libguides.com/workshops](https://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.

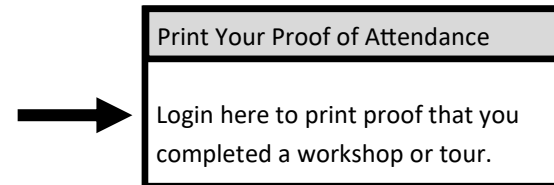
A screenshot of a table with two columns: "Day of Week" and "Workshop Name". An arrow points to the "All" row in the "Day of Week" column, and another arrow points to the "Develop Research Topics" row in the "Workshop Name" column.

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 the 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 an On-Campus Workshop or Tour

1. Start at [mtsac.libguides.com/workshops](https://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.

Your Name ↓

Date	Time	Workshop	Attended	Reason
7/9/2019	9:30am	Library Tour	Yes	eSARS
7/21/2019	1:30pm	Finding and Evaluate Articles	Not Marked	eSARS

- 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.  
**Cancelled** = Your registration was cancelled.