## Mt. SAC Library Workshops & Tours
### Summer 2019
See p. 4 for sessions listed by start time. See pp. 5-6 for descriptions & more info.

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
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<td>7:30am-9:30pm</td>
<td>7:30am-9:30pm</td>
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</table>

- **June 16**: Library Tour 9:30 am—10:00 am
- **June 17**: Library Tour 2:00 pm—2:30 pm
- **June 18**: Library Tour 3:45 pm—4:15 pm
- **June 19**: Library Tour 11:15 am—11:45 am
- **June 20**: Finding and Evaluating Articles 12:00 pm—1:15 pm
- **June 21**: Developing Research Topics 3:30 pm—4:00 pm
- **June 22**: Developing Research Topics 4:15 pm—5:30 pm

Library closed until school starts on June 20.

- **June 23**: Library Tour 9:30 am—10:00 am
- **June 24**: Library Tour 2:00 pm—2:30 pm
- **June 25**: Library Tour 3:45 pm—4:15 pm
- **June 26**: Library Tour 11:30 am—12:00 pm
- **June 27**: Finding & Evaluating Books 1:45 pm—3:00 pm
- **June 28**: Library Tour 4:45 pm—5:15 pm

- **June 29**: Library Tour 9:30 am—10:00 am

See page 4 for sessions listed by start time. Two of the workshops are available online. See page 5 for more info.
<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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<th>Friday</th>
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**June 30**
- 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 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**
- 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 3**
- Library Closed
- 4th of July Holiday

**July 4**
- Library Closed

**July 5**
- Library Closed

**July 6**
- Library Closed

**July 7**
- 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 8**
- 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 9**
- 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 10**
- Library Tour: 8:45 am—9:15 am
- Finding and Evaluating Articles: 10:45 am—12:00 pm
- Library Tour: 1:00 pm—2:30 pm
- Library Tour: 3:00 pm—3:30 pm
- Developing Research Topics: 4:45 pm—6:00 pm

**July 11**
- Library Closed

**July 12**
- Library Closed

**July 13**
- Library Closed

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

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
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<th>THURSDAY</th>
<th>FRIDAY</th>
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**LIBRARY CLOSED**

SUNDAYS

FRIDAYS & SATURDAYS

See p. 4 for sessions listed by start time. See pp. 5-6 for descriptions & more info.
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.](mtsac.libguides.com/workshops))

**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.](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 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](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](mtsac.libguides.com/workshops/online).
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.
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.

For information about the online workshops, see mtsac.libguides.com/workshops/online.

How to Print Proof that You Have Completed an On-Campus 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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Workshop</th>
<th>Attended</th>
<th>Reason</th>
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<tr>
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<td>9:30am</td>
<td>Library Tour</td>
<td>Yes</td>
<td>eSARS</td>
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<tr>
<td>7/21/2019</td>
<td>1:30pm</td>
<td>Finding and Evaluate Articles</td>
<td>Not Marked</td>
<td>eSARS</td>
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</table>

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.