Moodle Your Way to Better Training and Service

CMS in a Public Services Environment

B. Thomas Golisano Library
Roberts Wesleyan College
How Do We Use CMS in Public Services?

* Training/Refreshers
* Collocation of Tools and Resources
* Scheduling and Subbing
* Communication
* Encouragement
CMS for Training Student Workers

A collaborative effort among *all* the Public Services staff ~ each staff person creates training modules and tests for their area of responsibility.
Golisano Public Services includes:

- Circulation
- Reserves
- Interlibrary Loan
- Computer Labs
- Stacks
- Facility Concerns
Training Modules

Each module includes:
~ the information you want them to learn
~ an activity requiring interaction with the information
~ a test to assess how well the information was learned

--Coming soon: GAMES! to play
Communication Tools

~ Blogs for each service area
~ Quickmail feature
~ Fingertip Resources
~ Online Manuals and procedures all in one convenient place
How *else* do we use CMS?

**E-Reserves**: a process in transition

- **Old Way**: paper submittal forms, separate folders to house scans, create webpage to link to course CMS
- **New Way**: online submittal process, database storage of files, direct links to CMS


**Reserve Request Form**

- Reserve list must be returned with course title. Include all copies.
- Provide course title, section, author, date, and publisher. Use only one copy up to 2 business days.
- Make sure to check the library’s online catalog for availability.
- Reserve list will be displayed at course readings in the Course Management System (CMS).
- Please reference the following copyright guidelines:

<table>
<thead>
<tr>
<th>Books/Chapters</th>
<th>Journal Articles</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
<td><strong>Title</strong></td>
</tr>
<tr>
<td><strong>Author</strong></td>
<td><strong>Title</strong></td>
</tr>
<tr>
<td><strong>Date</strong></td>
<td><strong>Date</strong></td>
</tr>
<tr>
<td><strong>Publisher</strong></td>
<td><strong>Date</strong></td>
</tr>
<tr>
<td><strong>Call #/Personal Copy</strong></td>
<td><strong>Volume #</strong></td>
</tr>
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- Please contact the librarian at questions: library@artic.edu (ext. 6007)
N Drive Folders

[Image of computer file explorer window with various folders and file sizes listed]
Course Reserves Webpage

PSY 504 01 LEC - Counseling Theory & Practicum

Course Readings for EDC/PSY 504
Instructor: Jennifer Aube and Keri Barnett

<table>
<thead>
<tr>
<th>Call Number</th>
<th>Author</th>
<th>Title</th>
<th>Loan</th>
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<tbody>
<tr>
<td>BF 637.C6 H367 2001</td>
<td>Hays, Pamela A.</td>
<td>Addressing Cultural Complexities in Practice: A Framework for Clinicians and Counselors</td>
<td>1 day</td>
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<tr>
<td>HM 1211 .H64 2007 (2 copies)</td>
<td>Hogan-Garcia, Mikel</td>
<td>The Four Skills of Cultural Diversity Competence: A Process for Understanding and Practice</td>
<td>1 day</td>
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ARTICLES

<table>
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<tr>
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<tr>
<td>Aponte, H.</td>
<td><a href="#">Spiritually Sensitive Therapy</a></td>
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</table>

Links to files in folders on the N drive

Last modified: Thursday, 24 January 2008, 01:15 PM
Moodle Docs for this page
*NEW* Online Reserves Form for Faculty

**Reserve Manager** - Request and Manage Your Library Reserves.

**Instructor**

**Requesting Instructor**
Torrey, Jennelle

**Requesting Instructor**
Jennelle Torrey

**Office Phone**
6883

**Email**
Torrey_Jennelle@roberts.edu

**Reserve**

**Call Number** (if known) [Example: xyz]

*test*  [Search for Resource](#) (opens new window/tab)

**How will this resource be supplied?** (upload below if you have electronic copy)
- Library already owns this resource - enter call number above.
- I will supply this resource - upload below if you have an electronic copy or bring physical copy to library.
- I am requesting that the library purchase this resource - be aware that new requisitions take 6 to 8 weeks.

**Type of Material:**
Book (Physical Reserve)
Form Adjusts to Format

Type of Material:
- Journal Article (Electronic - PDF, Word)

Author Last Name
- Pullock

Author First Name
- Christopher

Editor

Journal
- My Book 1

Volume

Article

Publication Date
- 3/6/2008

Edition Date

Type of Material:
- Book (Physical Reserve)

Author Last Name
- Pullock

Author First Name
- Christopher

Book Title
- My Book 1

Publication Date
- 3/6/2008

Publisher

City/Place of Publication
Faculty Can Track Progress

![Reserve Manager Interface]

**Reserve Manager** - Request and Manage Your Library Reserves.

**New Reserve** | **Manage Resources** | **Control Panel**

**View:**
- All Reserves (Pending)

**Filters** [Reset Filters]

<table>
<thead>
<tr>
<th>Resource Title</th>
<th>Requested</th>
<th>Ordered</th>
<th>Manage</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>My Book 1 (Pollock, Christopher)</td>
<td>3/31/2008</td>
<td>n/a</td>
<td></td>
<td></td>
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<tr>
<td>Pretty Picture (Pollock, Chris)</td>
<td>3/7/2008</td>
<td>n/a</td>
<td></td>
<td></td>
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<tr>
<td>Pretty Picture (Pollock, Chris)</td>
<td>3/7/2008</td>
<td></td>
<td>View</td>
<td>Notes</td>
</tr>
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</table>

*If you need to make changes to your reserve please contact the Reserves Desk in the library.*

**Contact Information:**
- **Number:**
- **Email:**
Faculty Can See Roadblocks

<table>
<thead>
<tr>
<th>Notes</th>
</tr>
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<tbody>
<tr>
<td>Close</td>
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</tbody>
</table>

**Need More Information**

Emailed professor, waiting to hear back

*Pollock_Christopher on 3/31/2008*

**Need More Information**

test

*Pollock_Christopher on 3/31/2008*

**New Submission**

notes with s

sdf

df

*Pollock_Christopher on 3/31/2008*
Coming Soon!

Database file storage transfer completed

Direct Uplink to CMS for each course

Faculty enablement of previous course reserves
Projected Timeline

Completion of setup by end of June

Summer testing with limited number of courses

Fall 2008 roll out!