THE GUIVY ZALDASTANISHVILI AMERICAN ACADEMY IN TBILISI

**Library Trainings offered in D.W. Thomas Library for students and staff**

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| **status****(DL= materials available in the DIGITAL LIBRARY)** | **Topic** | **Content** | **Time required** | **Note** |
| ready (DL) | Library Orientation | Library policies and expectations | 50 min | informational session |
| ready (DL) | Textbook Circulation Policy | GZAAT procedures and rules for textbooks | 50 min | informational session |
| ready (DL) | Library resources: how to find books in the Library, the basics of Alexandria | Shelving principles. What are catalogs. How to use Alexandria, the basics.  | 50 min | hands-on |
| ready (DL) | Information Literacy : Catalogs | Kinds of catalogs; Alexandria as a relational database; Details of an Alexandria record | 50 min | hands-on |
| ready  | Alexandria – basics revisited (to refresh memory - for those who’ve had the above training) | How to use the library catalog – simple search; Reading the title record;  | 30 min | hands-on |
| ready | Alexandria – advanced (for those who’ve had the above training) | Boolean search | 30 min | hands-on |
| ready (DL) | InfoLit\_Print materials | Parts of a book; where to find information for a bibliographic record; Dewey Decimal System of classification, the basics; Shelving in our Library | 50 min | hands-on |
| ready | JSTOR | Electronic databases. How to use JSTOR. | 50 min | hands-on |
| ready (DL) | Citing sources | Major reference styles (MLA; APA; Chicago); MS Word’s References; Optional: Citation machine-creating citations online); | 50 min | hands-on |
| ready (DL) | MS Word - Templates | Using MS Word template | 50 min | hands-on |
| ready | MS Excel - Basics | How to format text and graphs (to fit printable area) | 30 min | hands-on |
| ready (DL) | Email etiquette | Correct form of formal email | 50 min | hands-on |
| ready (DL) | Email – security issues | do not open emails from unknown senders; if you open them do not click on the links or Images; report spam; unsubscribe (Yahoo); block/show images |  |  |
| ready (DL) | Email essentials – CC; BCC | CC, BCC – what they are; how to use them | 50 min | hands-on |
| ready (DL) | Research in the DWT Library (Senior project help) | General tips on how to do research in DWT Library; How to choose a topic for a senior project | 50 min | hands-on |
| under development | Browsers | Google Chrome vs. FireFox | 50 min | hands-on |
| under development | Wikipedia | What it is. How should we use it. | 50 min | hands-on |