Appendixes

Appendix 1: Technology-specific Competencies for Libraries, Students, and Educators

American Library Association Government Documents Round Table. "E-Competencies." 2004, www.ala.org/ala/godort/godortcommittees/gitco/ecomps.htm

California Library Association. "Technology Core Competencies for California Library Workers." April 21, 2005, www.cla-net.org/included/docs/tech_core_competencies.pdf

Colorado Department of Education: Educational Telecommunications Unit. "Colorado Technology Competency Guidelines for Classroom Teachers and School Library Media Specialists." January 1999, www.cde.state.co.us/edtech/download/tgui.pdf

The Library Network Technology Committee. "Basic Computer Equipment Competencies." June 11, 2001, http://tech.tln.lib.mi.us/finalbasic.htm

Maryland State Department of Education, Program Approval and Assessment Branch. "Maryland Teacher Technology Standards." May 2002, www.edtechoutreach.umd.edu/standards/MDTchrTechStdsMTTS.pdf

McGuire, Charlene. "Technology Core Competencies." *Kansas Tech Consultants* Blog, July 27, 2005, http://kansaslibtech.blogspot.com/2005_07_01_kansaslibtech_archive.html

Oakland Public Library. "Technology Competencies for Library Staff." Fall 1998, www.oaklandlibrary.org/techcomp.htm

Prestamo, Anne M. (2000). "A Comprehensive Inventory of Technology and Computer Skills for Academic Reference Librarians." In *National Online 2001 Proceedings—New York, May 15–17, 2001*, ed. Martha Williams. Medford, N.J.: Information Technology, 2001, 313–37.

Public Library of Charlotte and Mecklenberg County. "Information Technology Core Competencies." www.plcmc.org/public/learning/plcmccorecomp.pdf

Scoville, Marilyn. "Library and Information Services Staff Competencies." November 1997, http://personalweb.smcvt.edu/mscoville/staff%20comp.htm

State Library of North Carolina. "Microcomputer Competencies." 1997–1998, http://statelibrary.dcr.state.nc.us/comp/competen.htm

Upper Hudson Library System. "Computer Help Center. Core Competencies." n.d., www.uhls.org/training/competencies.html (information no longer available at indicated URL).

Appendix 2: General Competencies for Libraries, Students, and Educators

American Association of Law Libraries. "Competencies of Law Librarianship." March 2001, www.aallnet.org/prodev/competencies.asp

American Library Association. "Statement of Core Competencies" [draft]. July 2005, http://www.ala.org/ala/accreditationb/Draft_Core_Competencies_07_05.pdf

American Library Association Reference and User Services Association Taskforce on Professional Competencies. "Professional Competencies for Reference and User Services Librarians." January 26, 2003, www.ala.org/ala/rusa/rusaprotools/referenceguide/professional.htm

American Library Association Young Adult Library Services Association. "Competencies for Librarians Serving Youth." October 2003, www.ala.org/ala/yalsa/professsionaldev/youngadultsdeserve.htm

Arrowhead Library System. "Minnesota Career Renewal for Library Employees." Links to "Reference Competencies" and "Systems and Information Technology Competencies." www.arrowhead.lib.mn.us/renewal

Art Libraries Society of North America. "ARLIS/NA Core Competencies for Art Information Professionals." 2005, www.uflib.ufl.edu/afa/pdc/corecompsfinal.pdf

Association of College and Research Libraries. "Information Literacy Competency Standards for Higher Education." January 18, 2000, www.ala.org/ala/acrl/acrlstandards/standards.pdf

Association for Library Service to Children. "Competencies for Librarians Serving Children in Public Libraries," rev. ed. 1999, www.ala.org/ala/alsc/alscresources/forlibrarians/professionaldev/competencies.htm

Association of Southeastern Research Libraries. "Shaping the Future: ASERL's Competencies for Research Librarians." November 2000, www.aserl.net under "Shaping the Future: Research Librarian Competencies."

Association for Teacher Librarianship in Canada and the Canadian School Library Association. "Competencies for Teacher-Librarians in the 21st Century." *Teacher Librarian* 26, no. 2 (November 1998): 22+.

Buttlar, Lois, and Rosemary Du Mont. "Library and Information Science Competencies Revisited, Appendix" *Journal of Education for Library and Information Science* 37, no. 1 (1996): 44–62.

Capital University Law School Library. "Core Competencies for Law Library Support Staff." 2000, http://users.law.capital.edu/ppost/core/intro.htm

Connecticut Library Association Support Staff Section. "Connecticut Library Association Library Technical Assistants Competencies." August 16, 2001, http://cla.uconn.edu/archive/class.html

Hunter, David. "Core Competencies and Music Librarians." Apr. 2002, http://www.musiclibraryassoc.org/pdf/Core_Competencies.pdf.

King County Library System. "Competencies for Excellence: Reference Librarian." http://faculty.washington.edu/jernel/521/kccomp.htm

Medical Library Association. "Health Information Science Knowledge and Skills." In *Platform for Change: The Educational Policy Statement of the Medical Library Association,* 2000, www.mlanet.org/education/platform/skills.html

National Park Service. "Librarian Technician Essential Competencies." www.nps.gov/training/npsonly/INF/t-librtc.htm

New Jersey Library Association. "Core Competencies for Librarians." March 14, 2006, www.njla.org/resources/competencies.html

Ohio Library Council. "Ohio Public Library Core Competencies." 2005, www.olc.org/pdf/core.pdf

SUNY Council of Library Directors. "Greenley Library Information Literacy Core Competencies." 1999, www.farmingdale.edu/library/corecomp.html

Special Libraries Association. "Competencies for Information Professionals of the 21st Century," rev. ed. June 2003, www.sla.org/content/learn/comp2003/index.cfm

State Library of Iowa/Iowa Library Service Areas. "Public Library Director/Staff Competencies." February 2003, www.statelibraryofiowa.org/ld/librarians/competencies/download

Teacher-Librarians Association of Nova Scotia. "Competencies for Teacher-Librarians." November 1997, www.nstu.ca/SA/TLANS/TLANS6.html

Tampa Bay Library Consortium. "Core Competencies." 2004, www.tblc.org/training/competencies.shtml.

University of Alabama University Libraries. "Core Competencies for Paraprofessional Library Staff," draft. Spring 2003, www.lib.ua.edu/sacs/core_competencies_staff.htm

University of Connecticut School of Law Library. "Staff Competencies." www.law.uconn.edu/library/libinfo/corecomp.pdf

Western Council of State Libraries. "Library Practitioner Core Competencies." October 2004, www.westernco.org/continuum/final.html

Young Adult Library Services Association, "Young Adults Deserve the Best: Competencies for Librarians Serving Youth," rev. ed. October 2003, www.ala.org/ala/yalsa/professsionaldev/youngadultsdeserve.htm

Appendix 3: Tutorials on Technology Topics

This list of technology and computer tutorials and resources is by no means exhaustive, but a short list of places to find good tutorials on the topics likely to be included in a library's technology competencies.

Glossaries

InfoPlease Computer Glossary: www.infoplease.com/ipa/A0006024.html
Searchable and browseable by letter

TechDictionary.com: http://techdictionary.com
Searchable only

TechWeb TechEncyclopedia: www.techweb.com/encyclopedia
Searchable only

Webopedia: http://webopedia.internet.com
Searchable and browseable by category

WhatIs.com: http://whatis.techtarget.com
Searchable and browseable by both letter and category

Tutorial Clearinghouses

5-Minute Tech Tutorials: www.thirdage.com/features/tech/booster
Quick tutorials on Web basics, PC basics, advanced topics, and more

CalgaryEducation.org: www.calgaryeducation.org/freetutorials.htm
From the Calgary Public Library, Flash tutorials that cover mousing, introduction to the Internet, search engines, Web browsers, e-mail, and resumes

Computer/Internet Tutorials: www.anniston.lib.al.us/computerinternettutorial.htm
From the Anniston Library in Alabama, a page that links to a few dozen tutorials from other sites on computer basics, programs, and the Internet

Computer Skills Tutorials: http://psychology230.tripod.com/canyons_online/id4.html
From the College of the Canyons in California, a number of task-based tutorials in the following areas: computer basics, word processing, e-mail, Internet, and instant messaging

Computer Training Tutorials via del.icio.us: http://del.icio.us/computertutorials
An ever-growing number of computer and technology tutorials, organized through del.icio.us and covering topics such as security, templates, Microsoft PowerPoint, Internet browsers, and hardware

CyberSeniors CyberLearning Library: www.cyberseniors.org/artman/publish/cat_index_24.shtml
Specifically designed for seniors, a site including quick tutorials on computer basics, increasing font size in Web browsers, and using Adobe Reader

eHow Computer Section: www.ehow.com/center_5.html
Hundreds of articles on specific tasks with hardware, applications, networking, the Web, and operating systems

GeekGirl's Plain-English Computing: www.geekgirls.com
Technology tips and guides in plain language on the Internet, Windows, security, databases, and more

Help2Go: www.help2go.com
A lot of neat resources (like a free computer troubleshooting forum powered by volunteers), including a tutorial section with dozens of articles on basic and advanced topics

HelpWithPCs.com: www.helpwithpcs.com
Free computer courses and tips and tricks for PC users on common hardware and software programs

HowStuffWorks Computer Channel: http://computer.howstuffworks.com
Articles about how various computer parts and programs work, including hardware, peripherals, Internet, security, and software

Infopeople Training Materials from Past Workshops: www.infopeople.org/training/past
The Web site of a library staff training program in California; those involved with the program offer all materials from past workshops available for free, with topics that range greatly, but include desktop publishing, Web searching, PowerPoint, increasing your computer competency, and more

LearnTheNet: www.learnthenet.com/english/index.html
Animated, self-paced tutorials on topics such as computer basics, e-mail, and multimedia

MalekTips: http://malektips.com
More than 3,000 tips on topics such as Windows, spyware, digital cameras, Microsoft Office, search engines, and e-mail

TechSoup's Learning Center: http://techsoup.org/learningcenter/index.cfm
A site specifically for nonprofits that includes articles on hardware, networking, accessible technology, software, and more

TechTutorials.net: www.techtutorials.net
Self-paced tutorials on a number of basic and advanced computer topics

WebJunction Course Catalog: www.webjunction.org/do/Navigation?category=442
Self-paced classes, some free, on computer and other topics

Tutorials on Specific Topics

Advanced Mousing: http://getit.rutgers.edu/tutorials/mousing/index.html
From the Rutgers Writing Program, a tutorial covering some of the more advanced things one can do with a mouse

Best Search Tools Chart: www.infopeople.org/search/chart.html
A chart comparing selected search engines, metasearch engines, and subject directories in categories such as database content, Boolean options, and other search options and features

Finding Information on the Web: www.lib.berkeley.edu/TeachingLib/Guides/Internet/FindInfo.html
From University of California Berkeley: a self-paced tutorial that walks the user through developing search strategies, various search tools, evaluating Web pages, and more

Google Librarian Center Tools: www.google.com/librariancenter/librarian_tools.html
Posters on search tips, Google Earth, Google Web Search, Google Book Search, and more

How to Use a Scanner: www.aarp.org/learntech/computers/howto/Articles/a2002-07-16-scan.html
From AARP, a simple tutorial on how to use a flatbed scanner

Interactive Web Applications Wiki: http://wikis.ala.org/iwa/index.php/Main_Page
A wiki from the Young Adult Library Services Association (YALSA) division of ALA about social software and its impact on libraries

Internet Learning Tutor: www.superpages.com/ilt
Four tutorials on using the web: Internet basics, advanced Internet, shopping online, and an online marketing tool kit

Learn to Search the Web: www.seniornet.org/php/default.php?PageID=5866
From SeniorNet, four self-paced lessons on searching the Web

Microsoft Office Tutorials: www.microsoft.com/education/officexptutorial.mspx
Tutorials in PDF for Word, Excel, Access, PowerPoint, and Outlook

Mouserobics: www.ckls.org/~crippel/computerlab/tutorials/mouse/page1.html (English) and http://oceancountylibrary.org/In_House/Tutorials/Mousercise_Espanol/mouse1.html (Spanish)
A basic mousing tutorial

Mousing Around: www.pbclibrary.org/mousing
A fun, self-paced mouse tutorial that teaches skills through quick games and exercises

New User Tutorial: http://tech.tln.lib.mi.us/tutor/welcome.htm (English) and http://tech.tln.lib.mi.us/tutor/spanish/welcome.htm (Spanish)
From The Library Network in Michigan: a computer basics tutorial for anyone using a computer for the first time

Security 101: www.secure101.net/security/security.htm
A tutorial geared toward educators that discusses passwords, e-mail, cookies, firewalls, viruses, and more

Tutorialicio.us: http://tutorialicio.us
A community-driven aggregator of programming, design, and Photoshop tutorials that have been submitted and rated by users

Web Searching, Sleuthing and Sifting: www.thelearningsite.net/cyberlibrarian/searching/ismain.html
A series of tutorials about Web searching, from the basics (What is the Web?) to topics such as metasearch engines and finding multimedia

Notes

Notes

Notes