

Estes Valley Library Staff Technology Competencies

Self Evaluation

Please check the column which describes how comfortable you are with each skill.

Please feel free to add comments, scribbles, and cartoons to better express yourself.

	No problem, I've got it!	Hmmm... I bet I could figure that out with practice.	Help me!	List an advanced skill you want to learn, if we have time:
Public Computers and Printer				
Log in to a public computer and print a page				
Be familiar with policies around public computer and printer				
Find the policies on library website				
Library Wi-Fi				
Know the name of the library's Wi-Fi network				
Know that a password is not needed				
Connect an iPad to library Wi-Fi and agree to Terms of Service				
A/V in Hondius and Wasson Rooms				
Connect a computer with VGA / HDMI cable				
Play a DVD using built-in Mac Mini				
Show a Powerpoint slide show from a flash drive				
Connect an Apple Device to Airplay/AppleTV				

Conduct a Technical Reference Interview before asking other staff for help	No problem, I've got it!	Hmmm... I bet I could figure that out with practice.	Help me!	List an advanced skill you want to learn, if we have time:
Clarify the patron's specific question / need				
Try to determine if it's a library account/PIN or technical issue				
Attempt basic troubleshooting				
Attempt to help patron find resources				
Ask other staff for help if above steps are not successful				
eBooks and 3M Cloud Library	No problem, I've got it!	Hmmm... I bet I could figure that out with practice.	Help me!	List an advanced skill you want to learn, if we have time:
Checkout and download an eBook to a mobile device				
Return an eBook				
Reserve an eBook with 3M eBook station and download				
List mobile devices that work with 3M				
eAudio and OneClickDigital	No problem, I've got it!	Hmmm... I bet I could figure that out with practice.	Help me!	List an advanced skill you want to learn, if we have time:
Checkout and download an eAudio book to mobile device				
Return an eAudio book				
List mobile devices that work with OneClickDigital				
Staff Tools	No problem, I've got it!	Hmmm... I bet I could figure that out with practice.	Help me!	List an advanced skill you want to learn, if we have time:
Find StaffShare on a library computer to access folders & files				
Log into library staff Wiki and find tech resources				
Log into library staff calendar and view desk shifts with subs				

	No problem, I've got it!	Hmmm... I bet I could figure that out with practice.	Help me!	List an advanced skill you want to learn, if we have time:
Downstairs Public Copier				
Load all 3 paper sizes				
Copy from 8 1/2 x 11 to 11 x 17 and vice-versa				
Copy from 1-sided to 2-sided and vice-versa				
Copy a driver's license showing the front & back on one side				

	No problem, I've got it!	Hmmm... I bet I could figure that out with practice.	Help me!	List an advanced skill you want to learn, if we have time:
Upstairs Staff Printer/Copier/Scanner/Fax				
Scan & email a document to yourself				
At a computer, rename the doc and email it to someone else				
Use the bypass tray to copy on to colored paper				

	No problem, I've got it!	Hmmm... I bet I could figure that out with practice.	Help me!	List an advanced skill you want to learn, if we have time:
Library Website- locate the following tools				
Library card application info and form				
Find a list of upcoming children's programs				
Staff Contact Info				
Place an item on hold				
Place an Interlibrary Loan Request				
Search for an item by collection & use Read-a-Likes tool				
List of library Board of Trustees				
Library application for employment				

Library Event Calendar	No problem, I've got it!	Hmmm... I bet I could figure that out with practice.	Help me!	List an advanced skill you want to learn, if we have time:
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Log in and register a patron for an event on the calendar

Cancel an event attendee

Transfer an event attendee to another event

Catalog Station Computers	No problem, I've got it!	Hmmm... I bet I could figure that out with practice.	Help me!	List an advanced skill you want to learn, if we have time:
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Close extra tabs and windows

Force quit the browser / reboot the computer when unresponsive

Children's Computers	No problem, I've got it!	Hmmm... I bet I could figure that out with practice.	Help me!	List an advanced skill you want to learn, if we have time:
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End the current session: Ctrl - Alt - End

Turn off a machine

Turn on a machine

Digital Camera and Pictures	No problem, I've got it!	Hmmm... I bet I could figure that out with practice.	Help me!	List an advanced skill you want to learn, if we have time:
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Take pictures and transfer to computer via cable & SD card

Store photos on StaffShare and delete from camera

Rename picture and email picture as an attachment

Using Help and Understand File Extensions	No problem, I've got it!	Hmm... I bet I could figure that out with practice.	Help me!	List an advanced skill you want to learn, if we have time:
Use Help in Word, Excel, and Powerpoint				
Identify which programs open .docx, .xlsx, .pptx				

Telephones and Voicemail	No problem, I've got it!	Hmm... I bet I could figure that out with practice.	Help me!	List an advanced skill you want to learn, if we have time:
Blind transfer a call				
Put a call on hold, then pick it back up				
Blind transfer a voicemail				

Email	No problem, I've got it!	Hmm... I bet I could figure that out with practice.	Help me!	List an advanced skill you want to learn, if we have time:
Create a folder in your inbox and move a message into it				
Enter a contact in your email's address book				
Recognize a suspicious email				

eMagazines and Zinio	No problem, I've got it!	Hmm... I bet I could figure that out with practice.	Help me!	List an advanced skill you want to learn, if we have time:
Check out an eMagazine from estesvalleylibrary.org				
Download and read the magazine on a mobile device				
List mobile devices that work with Zinio				

Playaway AudioBooks	No problem, out with I've got it!	Hmmm... I bet I could figure that out with practice.	Help me!	List an advanced skill you want to learn, if we have time:
Listen to a Playaway audiobook				
Rewind and fast forward by chapter				
Change batteries				

Thank you for completing this evaluation!

Based on your responses, please list your top skills or categories of skills which you would like to focus on.

My Training Objectives:

- 1
- 2
- 3
- 4
- 5