Baseline IT skills for library staff

File Maintenance
☐ Open files
☐ Save files
☐ Open or save files from or to a pen or disk drive
☐ Rename files
☐ Delete files
☐ Copy or move files, including from a pen or disk drive
☐ Use find
☐ Create, rename and delete folders

Word Processing
☐ Text formatting (font type, size, bold, italic, colour etc)
☐ Page formatting (columns, tables etc)
☐ Spell checking, print preview, search and replace
☐ Adding graphics
☐ Copy, cut and paste from one document/application to another

Email
☐ Compose, address, send email message
☐ Add, open and save attachments
☐ Add or modify signatures

Printing/ Photocopying
☐ Adding the colour printer to the printer list
☐ Selecting to print to b&w or to colour printer
☐ How to enlarge and reduce photocopying
☐ Double side photocopying
☐ Double side printing
☐ Copy onto acetate
☐ Scan and email from photocopier
☐ Change toner
☐ Change paper

Card Loader
☐ Add money to card
☐ Empty money from loader

Eftpos/ Till
☐ Logon Eftpos
☐ Settle Eftpos
☐ Cash out on Eftpos
☐ Take payments on Eftpos
☐ Fill in Eftpos Excel sheet

Moodle
☐ Where to find
☐ How students logon
☐ How to access their course

Intranet/ Internet/Opac
☐ Accessing student /room timetables
☐ Accessing Phone lists
☐ Library website – how to get to the home page from anywhere
☐ Library website – awareness of the reference and subject guides, how they are laid out, what is on there eg serials, websites, etc
☐ OPAC – my stuff, reserves, alerts, renew items