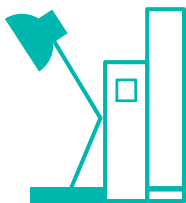


## A QUICK START GUIDE FOR LIBRARIANS



### APPOINT A [SECURE CENTER ADMIN](#)

- Pull usage reports
- Check IP ranges
- Manage off-campus access



### EXPLORE [LIBRARIAN RESOURCES AND LIBGUIDES](#)

- Review [discoverability checklist](#), [user guide](#), and [FAQs](#)
- Download collateral (PowerPoint slides, brochures, etc.)
- Download [MARC records](#)
- Learn about [accessibility standards](#)
- Investigate source providers and discipline coverage



### INVESTIGATE DATA BASICS REFERENCE LIBRARY

- Find a glossary of [statistical terminology](#)
- Explore reference entries designed to help novice data users improve statistical literacy
- Review content focused on finding, using, understanding, and interpreting data



### BROWSE AND SEARCH

- Browse by subject, source, or geography
- Conduct a quick search
- Explore Featured Datasets



### COORDINATE LIVE TRAINING

- Train-the-trainer
- End user (patrons, faculty, students, institution-wide)
- General resource overview
- Custom inquiry workshops (department/discipline specific)

## TOP TIPS FOR TEACHING



### ✓ PLAN

- ☐ **Review [Top Tips for Getting Started with Data Planet](#)**
- ☐ **Develop a lesson plan**
  - Connect to research question/use case
  - Align with learning outcomes
- ☐ **Design training activity**
- ☐ **Curate datasets related to activity, example research inquiry, or course**



### ✓ DELIVER

- ☐ **Illustrate access to resource through library website**
- ☐ **Showcase Data Basic Reference Library entries on:**
  - Exploring and finding statistics
  - Evaluating datasets and sources
  - Interpreting and using statistics
- ☐ **Conduct a quick search and review results page options and features**
  - Filter options (years, sources, subjects, location level, etc.)
  - Search within results
- ☐ **Highlight browse options**
  - Featured Datasets
  - Subject, Source, or Geography
- ☐ **Access a dataset and discuss Data Viewer elements**
  - Filter options in Indicator Panel
  - Chart/Visualization views (trend, map, pie, and rank)
  - Tools (table, export, cite, [calculator](#), and embed)
  - "Create Link (DOI)" and "Copy Link to Dataset" permalink generation options
  - Statistical abstract
- ☐ **Tie together via training activity**
  - For patrons, researchers, and students**
    - Incorporate hands-on activity
    - Encourage 1 or 2 learners to share results
    - Wrap up with facilitated Q&A
  - For faculty, practitioners, and instructors**
    - Discuss teaching applications of statistical datasets
    - Demonstrate embed options
    - Incorporate hands-on activity
    - Encourage 1 or 2 learners to share results
    - Wrap up with facilitated Q&A
- ☐ **Follow up**
  - Share links to example datasets and support resources (e.g. FAQs, user guides, LibGuides, etc.)
  - Provide link to session recording if presented virtually
  - Solicit session feedback ([example evaluation form](#))