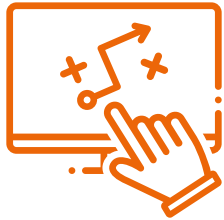
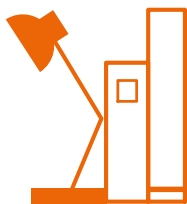


A QUICK START GUIDE FOR LIBRARIANS



APPOINT A [SECURE CENTER ADMIN](#)

- Download MARC records
- Pull usage reports
- Check IP ranges
- Manage off-campus access
- Select preference for subscription sensitivity



[LIBRARIAN AND FACULTY RESOURCES](#)

- Review [discoverability checklist](#), [LibGuide](#), and more
- Download collateral (title lists, brochures, etc.)
- Learn about [accessibility standards](#)
- Request custom case recommendations



CREATE A USER PROFILE

- Save searches
- Store custom lists
- Share content with patrons
- Access locked [Teaching Notes](#)



BUILD CUSTOM LISTS OF CONTENT

- Share with patrons, researchers, faculty, and students
- Incorporate into LibGuides, online learning systems, and websites
- Highlight when teaching the platform to patrons and in classes



BROWSE AND SEARCH

- Browse by discipline, region, or case collection (SAGE Originals Series, Enhanced Cases, Content Partners)
- Conduct a quick or advanced search



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 SAGE Business Cases](#)
- Develop a lesson plan
 - Connect to research question/use case
 - Align with learning outcomes
- Design training activity
- Curate content related to an activity, example research inquiry, or course via a custom list



✓ DELIVER

- Illustrate access to resource through library website
- Log in to personal profile and highlight benefits
 - Save searches
 - Build and share custom lists
 - Access locked Teaching Notes
- Demonstrate search options
 - Quick and advanced search
 - Browse by discipline, region, or case collection (SAGE Originals Series, Enhanced Cases, Content Partners)
- Discuss case page elements
 - Case breakdown, including learning outcomes, discussion questions, further reading, and more
 - Metadata links as tools for finding additional content/cases (discipline, industry, organization size, etc.)
 - Enhanced learning tools (data, video, etc.) or Teaching Notes if applicable
- Reference platform tools
 - Download, Cite, Share, Embed, and Get Link options
 - Save to list (must be logged into personal profile)
- Tie together via training activity
 - For patrons, researchers, and students**
 - Review activity
 - Show example list
 - 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 Cases
 - Demonstrate access to and explain Teaching Notes
 - Navigate to Faculty Resources and sample assignments
 - Incorporate hands-on activity
 - Encourage 1 or 2 learners to share results
 - Wrap up with facilitated Q&A
- Follow up
 - Share session lists and links to support resources (e.g. FAQs, user guides, LibGuides, etc.)
 - Provide link to session recording if presented virtually
 - Solicit session feedback ([example evaluation form](#))