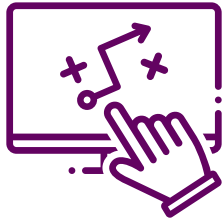
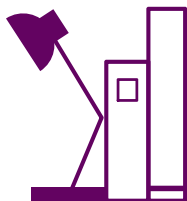


A QUICK START GUIDE FOR LIBRARIANS



APPOINT A [SECURE CENTER ADMIN](#)

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



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

- Review [discoverability checklist](#), [user guide](#), [video tutorials](#), and more
- Download collateral (title lists, brochures, etc.)
- Learn about [accessibility standards](#)



CREATE A USER PROFILE

- Save searches
- Store custom lists
- Share content with patrons



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 all or by discipline or content type
- 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 Knowledge](#)**
- ☐ **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
- ☐ **Demonstrate search options**
 - Quick and Advanced search
 - Browse all or by discipline or content type
- ☐ **Review results page options and features**
 - Edit search and filter options (discipline, date range, etc.)
 - Save search (must be logged into personal profile)
 - Add to list (must be logged into personal profile)
- ☐ **Reference platform tools**
 - Download, Cite, Share, 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 foundational texts
 - Demonstrate list creation
 - Navigate to Faculty Resources
 - 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](#))