

Important Note: This lecture was given by the Waterloo Public Library, however the resources outlined in this document are offered by many public libraries across Ontario. Check out your local library's website to access these free resources!

COVID-19 Sign Out Protocol

Currently all libraries are closed for in-person browsing and sign-outs. However, you can still sign out reading materials. Utilizing the online catalogue, you can search, select, and even place holds! However, you will pick up your reading materials via curbside pickup until further notice.

Don't have a Library card?

Not a problem! You can create a temporary card online and with the number provided to you during the signup process, you can begin using the online resources. You will then pick up your permanent card at the library. Note that during the COVID-19 pandemic, the pick-up process is via curbside pickup.

Digital Catalogue and Online Resources

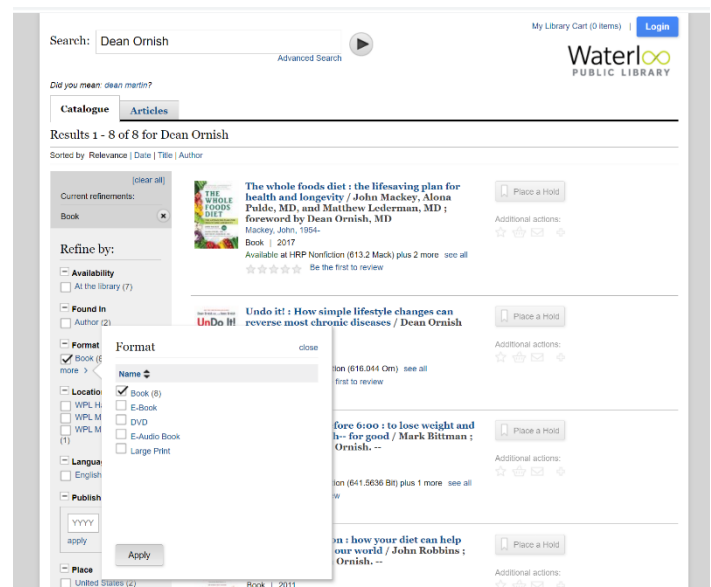
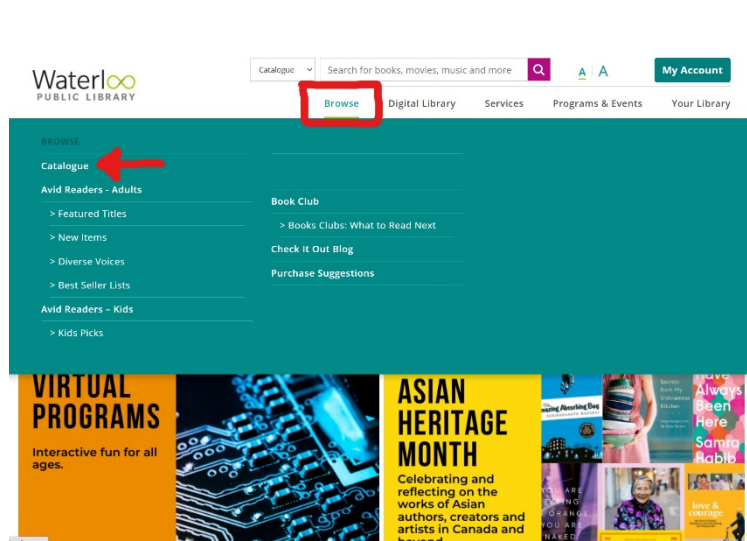
Downloadable content

The library website contains archives of thousands of print collections, newspapers (Ex. Globe and Mail, New York Times, The Sun, etc.) and magazines (Ex. People, US Weekly, etc.).

You can also download reading materials to your computer, iPad, or Kobo (Note: unfortunately, this is not applicable to Kindles. The Kindle digital reader requires purchase of reading material in order to complete the download).

How to search and sign out reading materials

You can search for hard-copy and digital reading materials using the online library catalogue! Using the search bar (or select *Browse* and then *Catalogue*) you can enter the title of the reading material you are interested in reading. You can then begin to narrow your search using by selecting options from the tab on the left-hand side of the screen.

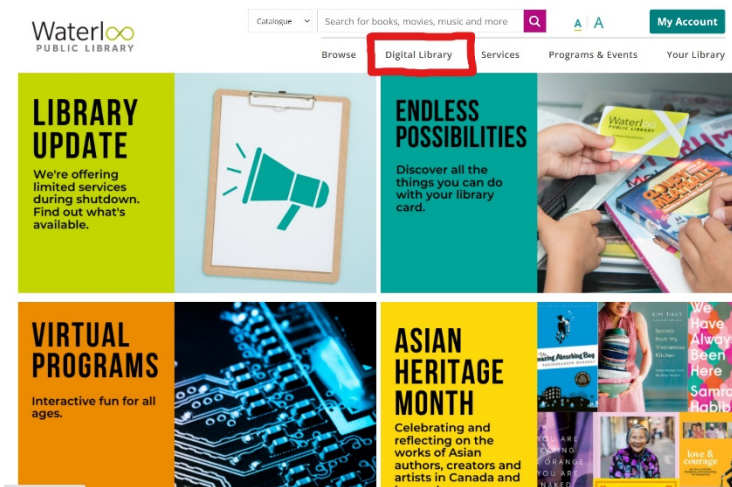


Placing a book on hold using the online catalogue

Follow the steps for signing out a book above. Select ***place on hold***. It is important to know that it doesn't matter what the library location the reading material is at when you place a hold. You can have the reading material sent to the library of your preference. Once you select ***place hold***, a pop-up window will appear where you can enter the library where you would like to pick up your hold.

Digital Resources and Online Content

As mentioned above, the library has an array of free resources and services on their website! First select the tab ***Digital Library***, and then scroll down to view the available resources. When you find the resource you are interested in, be sure to select the appropriate "location". For example, if you are outside of the library (which many of us are when we are attempting to utilize these resources), select ***use outside library***.



DownloadLibrary



Find eBooks, eAudiobooks, eMagazines and video at downloadLibrary by Overdrive

[USE INSIDE LIBRARY](#) | [USE OUTSIDE LIBRARY](#)

You will notice that with each resource, there are green icons in the upper righthand corner. These icons indicate the type of material that is provided by that resource. There are four types of materials offered (see photo to the right).

Below are just a few of the resources available to you.



1. Gale Learning Center & LinkedIn Learning: these are free courses!
 - Gale Learning Center online courses are more structured. Topics range from "How to write a novel" and "How to research genealogy" to "How to troubleshoot your computer". Courses are typically 6 weeks in length with a specific start date. However, you can start a course within two-weeks of the start date (Ex. If the course started May 12th, the last day you could potentially enroll in the course would be May 26th). Instructors are made available to you for answering questions, but they do not necessarily "mark your work".
 - LinkedIn Learning are typically single lectures, with a similar range of topics to the Gale Learning Center courses. There are a few longer courses available on LinkedIn Learning called "Learning Plans". These are similar the courses offered in Gale Learning Center in that they include multiple lessons over a longer time frame.
2. Downloadable Material
 - There are several platforms that allow you to download reading and audio materials (e-books and audio books).

- Important Note! Although they are online there are limited licenses for the material. Similar to hardcopy books, there are limits to how many can be signed out at one time.
- If you do not have a tablet, can read the book by reading within the web browser. However, if you do have a tablet, you can download the book and read on the tablet**. The benefit to downloading reading materials to a tablet is that you can personalize the experience to your needs. Personalization of reading materials include changing font type, font size, font colour, etc.
- Regarding returns, you don't have to worry about returning the book. This is because the license will automatically expire on the appropriate date and returns the material to the library. But if you finish with the material early, you can return the material as a courtesy to other people who may want to use the material.

Reminder! If you own a Kindle tablet, you **cannot download library content (due to licensing laws in Canada), you must purchase material.

3. Kanopy

- Stream documentaries and Hollywood blockbusters!
- Note that there is a limit of 7 downloads per month.

4. Press Reader

- This resource is how you would access newspapers and magazines from around the world!

5. DragonSource

- This is a specific language resource.

6. Ancestry

- Learn about your family history and genealogy!

7. CELA and Daisy

- This is another platform to sign out digital books and audiobooks!

8. Mango Languages (for adults) and Little Pim (for children)

- Learn a new language!
 - o Full courses to learn languages (more than 70 different languages!)
 - o Also includes software that allows you to assess your pronunciation of words! Just be sure you have a working microphone on your digital device!

9. Consumer reports

- This resource helps you to review consumer goods
 - o Ex. If you are looking to purchase a new lawnmower, you can look at the buying guide and assess criteria that will help you in making an educated purchase!
 - o You can even compare consumer goods!

10. CBC Curio, BBC, and National Geographic

- Access docuseries and channel-specific content!

11. Ideas Roadshows

- This resource allows you to access previously broadcasted lectures from academic scholars from around the world on a variety of topics (similar to TedTalks!).

Under Digital Library, you can also complete academic searches! You'll notice on the Digital Library main page, there are boxes at the top of the page with one of those boxes saying *RESEARCH*. Select *more*, and you will be directed to a page with more resources for you to access! These resources include analytics and market segment research, research articles, government and law, and health and wellness!

These are just a few of the **many free resources** available on the library website!