

# Waterloo Public Library (WPL) Training Center (TC) Orientation

## WPL TC Major Features:

Working with a WPL staff member, place a check mark next to each of the items below as they are discussed. One copy of the completed sheet will be returned to the library's information literacy coordinator, Kim Van Deest. Your name will then be added to the list of certified WPL TC users. WPL TC policies and procedures are posted on the library's web site.

- \_\_\_\_\_ Only beverages with lids are allowed – NO food
- \_\_\_\_\_ Instructor's workstation
- \_\_\_\_\_ Restarting a workstation
- \_\_\_\_\_ Data projector and remote control
- \_\_\_\_\_ Light switches by the whiteboard/dimming lights
- \_\_\_\_\_ Dry erase markers and eraser
- \_\_\_\_\_ Networked printer

## WPL TC Optional Equipment:

Place a check mark next to any item in this section that you plan on using while in the TC. Kim Van Deest will make arrangements to set up and/or demonstrate the use of the item(s) as necessary.

- \_\_\_\_\_ Playback a VHS video or audio tape
- \_\_\_\_\_ Playback a DVD
- \_\_\_\_\_ Overhead projector
- \_\_\_\_\_ Television
- \_\_\_\_\_ Computer program not represented by an existing desktop icon

Name of Instructor (please print): \_\_\_\_\_

Organization/course: \_\_\_\_\_

Name of Librarian: \_\_\_\_\_ Date: \_\_\_\_\_

**Waterloo Public Library (WPL)  
Training Center (TC) Reservation Form (please print)**

**Date Needed:** \_\_\_\_\_

**Organization/Group Name:** \_\_\_\_\_

**Title of Program:** \_\_\_\_\_

**Number of People Expected:** \_\_\_\_\_

**Name of Person Responsible for Training:**

\_\_\_\_\_

**Phone Number of Person Responsible for Training:**

\_\_\_\_\_

**Exact Time of Arrival:** \_\_\_\_\_

**Exact Time of Departure:** \_\_\_\_\_