



# NIOGA LIBRARY SYSTEM

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*From the BTOP Express Team*

FIRST EDITION

SUMMER, 2011

Welcome to the first edition of the Latest News from BTOP Express. This newsletter is brought to you by the BTOP Express Team and is meant to give you the latest and greatest news and information from around BTOP Country.

## WHERE WE'VE BEEN

Since we started in late February our BTOP truck has been seen in most of the communities within the NIOGA Library System. If we haven't come to a library near you give us a call or check our website [www.btopexpress.org](http://www.btopexpress.org) to schedule a visit. We LOVE libraries but are willing to provide training to others within your communities, please pass our information on to whomever you feel might benefit from having hands on access to computers and computer training. Once you have signed up to provide a class please do your best to advertise them; we can even provide a sample press release and be sure to use your own library's website and newsletter to get the word out. *(By the way if you see something in your local newspaper related to BTOP Express, please send a copy our way.)* We have posted fliers for you to use for each course on our website – they are listed under “Courses and Resources”

## WHAT WE'VE BEEN DOING

Sara Taylor, our BTOP Trainer has developed over 15 specific classes on a variety of topics – Email, Word, Excel, Internet searching for Job Seekers, Google, and LinkedIn, to name a few. To date she has presented all but a couple of the advanced level classes to locations ranging from Sr. Citizen Housing, Department of Labor, County Office Buildings, libraries, to Nutrifare sites. Most of the classes are scheduled for 3 hours but we've found that our students can complete the tasks within 2 – 2 ½ hours leaving time at the end for Open Access. In May we averaged 378 training hours and 56 users per week, when you consider the distances we travel this is impressive but we know we have room for improvement.

## WHAT'S NEXT

We're gearing up to participate in the Orleans County 4-H Fair this summer. Our truck has been outfitted with an EZ-Up tent, tables and chairs, any outdoor event you feel would be appropriate for us to attend, we'll try to accommodate. Let us know the details of the event and the contact person.

Sara is tweaking her class content constantly as we discover better ways to teach basic computing skills. Internet Intermediate has just been added as a new class – check it out!

We are contemplating offering Open Access computing at each library in NIOGA on a specific day of the week. During these Open Access times patrons can simply drop in to use our laptops for an unlimited time and received one on one instruction. We will need assistance from member libraries as to what days/times would be best and for promotion of the Open Access opportunity.

As we are already considering how to sustain BTOP after the current grant period, we may call a group together including non- library partners to help us brainstorm ideas.

## INFO YOU CAN USE RIGHT NOW

For those of you with Job/Career areas on your library's website consider adding [www.mynextmove.gov](http://www.mynextmove.gov). Developed by the US Department of Labor it's an easy-to-use electronic tool for career exploration and includes job openings, job outlook, salaries, apprenticeships, etc.

Something else to consider relating to job information – aggressively weed your collections of books on resumes, interviewing, and cover letters. Think of how much has changed in just two years, weed accordingly!

Consider a putting up a small display with only job seeker information on it. This would be an ideal way to promote any upcoming BTOP Express classes you may have scheduled. We'll be happy to provide some book suggestions and bookmarks too – let us know how we can assist you.

## COMING SOON

A new state-wide database provided through the BTOP Grant, BrainFuse will be available soon – providing online tutorials, resume reviews and live/chat job coaching. More specifics as to how to access this valuable resource is forthcoming – New York State works in mysterious ways!

## ADDITIONAL INFORMATION

For further information please contact:

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There is a wealth of information available at our website: [www.btopenpress.org](http://www.btopenpress.org)

A .pdf of this newsletter will be posted on our website in case you need to make additional copies or if you'd like to refer to an earlier edition.

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