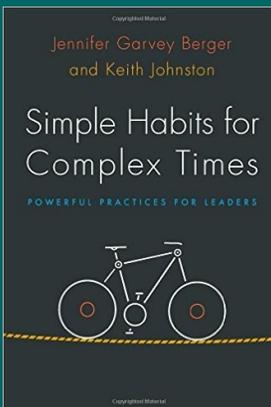
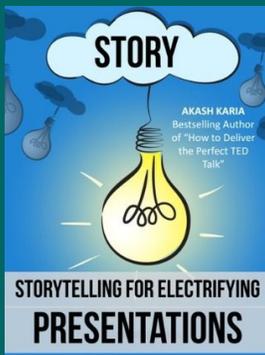
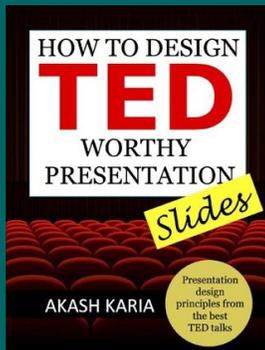


Sept/Oct/Nov 2015

VOLUME 9 ISSUE 5

Recent Books



Online learning anytime, anywhere... just a click away!

Gale Courses Offer Work Skills and Personal Enrichment Online Courses

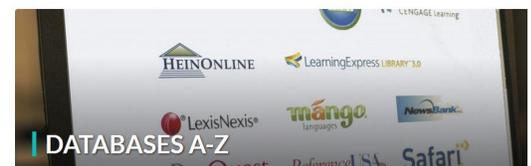
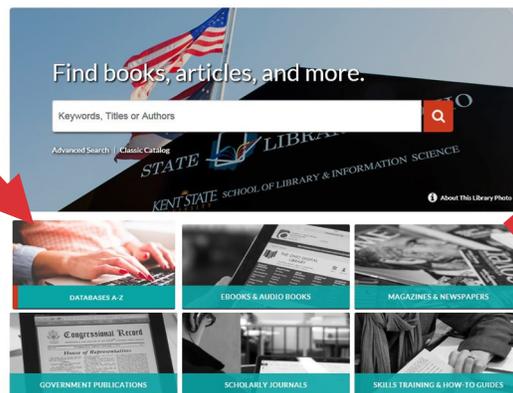
Introducing a new addition to our online subscriptions just for state employees.

The State Library of Ohio is pleased to announce a new resource for state employees. **Gale Courses** offers over 300 online, instructor-led, six-week courses focused on professional development, business & technology skills, health & wellness, and personal enrichment for lifelong learners. The courses target the fastest-growing occupations, as selected by the Bureau of Labor Statistics.

- ◆ The courses are online and free to state employees
- ◆ The courses are interactive and taught by college instructors and subject experts
- ◆ You can select your own start date
- ◆ New sessions begin monthly
- ◆ You will experience online discussions with instructors and fellow students
- ◆ Closed captioning is available
- ◆ There are quizzes that include instant analysis
- ◆ You will receive certificates of completion
- ◆ You will have the opportunity to evaluate each course and instructor

How-To Get Started

1. Go to library.ohio.gov
2. Select **Databases A-Z**
3. Select **Gale Courses (Remote Access)**



HOME / COLLECTIONS / DATABASES A-Z

State of Ohio Employees Ohio Residents

The databases and resources listed below are available for State of Ohio employees to access remotely with a State Library of Ohio library card. State employees and Ohio residents can access all of our resources from within the State Library. You can get a library card [here](#).

- [Fuente Academica \(Remote Access\)](#)
- [Funk & Wagnalls New World Encyclopedia \(Remote Access\)](#)
- [Gale Courses \(Remote Access\)](#)
- [Gale Directory Library \(Remote Access\)](#)
- [Gale LegalForms \(Remote Access\)](#)

Use your State Library card to enroll, and view your lessons under the My Classroom tab. Each course description includes instructor qualifications, a syllabus, technical requirements, and student reviews. The lessons average two to four hours per week of learning time.

What can you do with Gale Courses?

Sharpen your skills in Adobe, Microsoft and QuickBooks applications – Master effective business communication – Earn a health care certificate – Learn Spanish for professionals – Lose weight – Grow an edible garden – Write fiction or submit a grant proposal – Understand your teenager

News You Can Use is a publication of the State Library of Ohio. For more information contact Marsha McDevitt-Stredney, Director, Marketing & Communications at marshams@library.ohio.gov or 614-644-7061

Continued next page

Gale Courses: online learning anytime, anywhere

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- Instructors lead each course
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- Prepare for industry certification or start a new career
- Start Anytime
- Many programs completed in less than six months
- In-depth study, all learning materials provided
- Personal instructor assistance
- Certificate of completion awarded with passing score

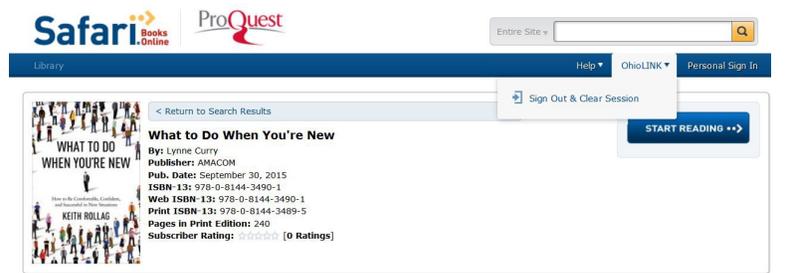
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Helpful hint: Be sure to view lessons one and two of any course you've selected with thirteen days to remain enrolled in the course. Need help? **Contact** a librarian to get started on your learning journey online (library.ohio.gov/using-the-library/ask-us/), by email (refhelp@library.ohio.gov), or on the phone. (614-644-7051).

Ask a Librarian

I want to read an e-book in the Safari Books Online collection. I'm getting an error message and can't get into Safari. What should I do?

Answer: The OhioLINK libraries collectively share a license to 100 simultaneous users of Safari Books Online. If you get an error message or can't open Safari Books Online, it means that all 100 licenses are in use. Please try the title in a few minutes, when a license may be available. When you have finished using your Safari e-



book, remember to log out, which will free up your seat for the next waiting user. If you accidentally close the Safari window without logging out first, your session stays open and is unavailable to others for another twenty minutes.

To **close your Safari Books Online session:** Look for the OhioLINK tab in the blue bar at the top of the Safari page. It is next to the Help tab. Click on OhioLINK and then click on Sign Out.

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