



Columbus Metro Library Resources

USING THE EFS COMPUTER LAB

Welcome to the EFS computer lab! We hope this service will be helpful to your job search. However, we have established guidelines which will keep your personal information, as well as our computer equipment, safe from any cyber impropriety. If you have any questions or concerns, please discuss with one of the EFS staff.

GUIDELINES

CREATING AND SAVING YOUR DOCUMENTS:

If you are using one of the EFS computers, you will need to bring a "USB thumb-drive" which will be used to create and save your documents (e.g. resumes). Using a thumb-drive will provide you with a secure method of saving your documents. If you save your documents on the computer equipment, there is a chance your information will be accessible by others. We suggest you bring the USB thumb-drive with you. Thumb drives can be purchased at many stores, and if you are at the main Columbus Metropolitan Library, they are sold at the Friends of the Library store (approximately \$6).

If you are not able to bring a thumb-drive, or have forgotten it, you will need to email the information to yourself. Our computer equipment will be cleaned on a regular basis and your materials will be lost.

COLUMBUS METRO LIBRARY RESOURCES

UTILIZING THE COLUMBUS METROPOLITAN LIBRARY LEARNING EXPRESS PROGRAM:

There are many opportunities for learning, research, and support for your job search at your local library. We would like to assist you in your exploration of the library's electronic/searchable programs. Be sure to have your library card (or membership information) with you. Here are some of the steps for you to follow:

CAREER RESEARCH AND INFORMATION

You can research a variety of careers from the Columbus Library website. (www.columbuslibrary.org). This requires that you have a valid library card issued by the Columbus Library and that you know your PIN.

- Click on the "Research" tab
- Click on "Research Tools A-Z"
- Under "Filter by Topic", check the box "Job and Career"
- In the "Virtual Reference Library" box, click on "Visit"
- You may be required to enter your library card number and PIN
- Scroll down to the section entitled "Education"

At this point, you can view one of several publications from a horizontally-scrollable list, or click the "View All" button to see all the selections on a single page.

Each publication provides job profiles for a specific industry such as Agriculture, Advertising Sales and Marketing, Animal Care, Automotives, Arts and Entertainment, Banking Finance and Insurance, Health Care, etc. Simply click on the publication that interests you and start reading.

RESUME AND COVER LETTER ASSISTANCE:

Information is available to help with writing resumes and cover letters as well as interviewing tips from the Columbus Library website (www.columbuslibrary.org)

- Click on the "Research" tab
- Click on "Research Tools A-Z"
- Under "Filter by Topic", check the box "Job and Career"
- In the "Career One Stop" box, click on "Visit"

At this point you can select one of several options depending on what you want to do, including:
Resumes, Cover letters, Cover letter samples, Job applications,
Online applications, Portfolios, Work samples, References.

FINDING JOB OPPORTUNITIES

STATE OF OHIO JOB OPPORTUNITIES

You can search State of Ohio jobs from the Columbus Library website (www.columbuslibrary.org)

- Click on the “Research” tab
- Click on the “Research Tools A-Z”
- Under “Filter by Topic”, check the box “Job and Career”
- In the “Ohio Hiring Management System” box, click on “Visit”
- At this point you can search for State of Ohio jobs.

FRANKLIN COUNTY JOB OPPORTUNITIES

You can search Franklin County jobs from the Columbus Library website (www.columbuslibrary.org)

- Click on the “Research” tab
- Click on the “Research Tools A-Z”
- Under “Filter by Topic”, check the box “Job and Career”
- In the “Franklin County Employment Opportunities” box, click on “Visit”
- Wait 13 seconds for the Franklin County home page to appear
- In the Information section, click on "Employment"
- At this point you will see a list of Franklin County jobs.

ONLINE COURSE INFORMATION

Online courses available from the Learning Express Library, accessible from the Columbus Library website (www.columbuslibrary.org)

- Click on the “Research” tab
- Click on the “Research Tools A-Z”
- Under “Filter by Topic”, check the box “Job and Career”
- In the “Learning Express Library” box, click on “Visit”
- Enter library card number and pin – this re-directs you to the Learning Express Library website
- First time here? Register for free. If already registered, enter username and password for the Learning Express Library

At this point, you can select one of many options depending on what you want to do:

- For **computer skills courses**, select “Computer Skills Center” from the “All Centers” menu tab. This gives you access to online courses for computer basics, and also for all the popular Microsoft Office software as well as Adobe Illustrator.
- For **GED preparation courses**, select “High School Equivalency Center” from the “All Centers” menu tab.
- For **reading, math, and English courses**, select “Adult Learning Center” from the “All Centers” menu tab.
- To **learn about careers and associated entrance/occupational exams**, select “Career Center” from the “All Centers” menu tab.

JOB-SPECIFIC ONLINE COURSES

Job-specific online courses are available on Lynda.com, accessible from the Columbus Library website (www.columbuslibrary.org). This requires that you have a valid library card issued by the Columbus Library and that you know your PIN

- Click on the “Research” tab
- Click on the “Research Tools A-Z”
- Under “Filter by Topic”, check the box “Job and Career”
- In the “Lynda.com” box, click on “Visit”
- Log in to Lynda using your library card number and PIN

At this point, you can select any course you would like to take, or better yet, select a "Learning Path" for a particular type of job. Some of the available Learning Paths are:

- Become an Agile Project Manager
- Become a Customer Service Specialist
- Become a certified designer with SOLIDWORKS
- Become a Digital Illustrator
- Become an Accounts Payable Officer
- Become a Six Sigma Green Belt
- Become a Windows System Administrator
- Become a Network Administrator
- Become a Portrait Photographer

This is just a partial list. There are many learning paths available.