

Library Resources for Career Advancement

Anne Jamieson
Deerfield Public Library

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Overview

- How to access library resources from home
- A to Z Databases
- Brainfuse JobNow
- Careers College
- Gale Courses
- Books in the collection
- Other Deerfield Library Resources
- Questions

Accessing Library Databases from Home

- Make sure you have your card handy!
- ALWAYS start at deerfieldlibrary.org
- Navigate to the *Online Resources* page under the *Research* tab
- Locate the database you want to use
- Once you've clicked, there should be a page where you input your library card number
- You're in!

A to Z Databases

With 30 millions businesses indexed, you'll learn tons of information about your potential employer. You can also use A to Z Databases to look up individuals, compile mailing lists, and perform very basic background checks.



Brainfuse JobNow

Career specialists are available from 2 PM until 9 PM every day to help with job searching, cover letter and resume writing, and interview prep. The website also has templates and resources for everything from writing the perfect resume to determining what job type best suits you based on your personality type.



The Careers College

On-demand job search education and career resource center which includes educational learning modules, job search tools, and complementary career resources to help you navigate the job search process. Focused on their nine steps (starting with an optional module on overcoming unexpected job loss), The Career Colleges includes access to videos, assessments, and even a podcast series.

THE **Careers** College™

"Your 9-Step Guide to Landing the Ideal Job"

Gale Courses

Learn new skills that can be applied to a variety of career situations! Gale Courses includes over 300 six-week instructor-led courses on a wide variety of subjects, including coding and Microsoft Office products. Each class has a specific start date and end date but is self-directed within that time frame, with lessons coming out twice a week. At the end, you can even obtain a completion certificate.



Books in the Collection

We have plenty of books on a wide variety of subjects available at the library; if you're looking for a specific book and we don't have it, we can order it from other libraries using your card.

If you're planning on browsing, the magic number to start with is **650** -- that's the Dewey Decimal Number with most of the career-focused books.

As a library user, you also have access to *Hoopla* and *Overdrive*. Both have career and business-oriented ebooks and audiobooks that are available for checkout.

Other Resources at the Deerfield Public Library

Technology One-on-Ones

Contact me (Anne Jamieson) to set up a one-hour session with a member of the department. We can teach most basics and coordinate with each person individually to set up a time that works for your schedule.

Technology Classes

Keep an eye out for Browsing to see what classes are being offered next session.

Librarians

Come in, call us at (847) 945-3311, or email reference@deerfieldlibrary.org to take advantage of our services! Whether it's suggestions for websites to research companies or help finding the perfect book on resume writing, we're here whenever the library is open!

Questions?

