**LIBRARY BASIC SKILL TEST**

**(For Lecturers)**

**Notice:**

*Your answers must be saved in Microsoft Office Word format (****\*.doc/\*.docx****);*

*File names must adhere to the following naming convention:* ***Day.Month\_Fullname\_Faculty***

*(eg: 3.7\_NguyenVanA\_IT);*

*You’ll* ***pass*** *the test if you score 80% or more;*

*Before starting the test, please visit our website at* [*http://lib.tdtu.edu.vn*](http://lib.tdtu.edu.vn) *first then log on using the* ***sample account\*.***

**Question 1:** Do an exact search with the keyword "***Inspire Library***" in the tag ***ALL*** and answer the following questions:

a) How many results are there for this search?

b) What types of materials are available (print or digital/electronic)?

c) Describe the first materials found in APA citation format?

d) Limit the results to make sure that the keyword "***Inspire Library***" appears only on the ***title***;

How many results are shown?

**Your answer:**

**Question 2:** Search any keyword and using available sorting options to limit the results as long as the materials relating to your expertise will be ranked on top of the result page.

*Press PrtScn on the keyboard to take a screenshot and paste it into your answer file.*

**Your answer:**

**Question 3:** Find the materials in the tab ***Course Materials*** and answer the following questions:

a) Which available options you can use to limit the results?

b) Find all available materials of the course ***Xã hội học đại cương*** and name its textbooks? Describe them in Chicago citation format?

c) Choose a random print material on the result page then describe its location and policy.

**Your answer:**

*\* To ask for the* ***sample account*** *or* ***submit your answer file****, please send an email to* [*nguyenthithuyduong@tdt.edu.vn*](mailto:nguyenthithuyduong@tdt.edu.vn)

*If you have any feedback, please leave it on your answer file.*

*Thank you for taking part in our orientation!*

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