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**LIBRARY BASIC SKILL TEST**

**(For Staff)**

**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\_Department***

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

*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: The INSPiRE Library opening hours:

[ ]  07:30 from Monday to Sunday

[ ]  08:00 from Monday to Sunday

[ ]  07:30 weekday

[ ]  08:00 weekday

Question 2: The closing time of the library’s main floors:

[ ]  20:00 from Monday to Sunday

[ ]  20:00 weekday; 17:00 weekend

[ ]  17:00 from Monday to Sunday

[ ]  19:00 weekday; 17:00 weekend

Question 3: Circulation policy questions:

1. Maximum number of checkout items: items
2. Loan period: days
3. Renewals allowed: time(s)
4. Granted days for a renewal: day(s)
5. Overdue fee: VNĐ/item/day

Question 4: Access the library website at <http://lib.tdtu.edu.vn> 🡪 select Search button in the search box🡪 log on using the **sample account\* then follow the below steps:**

Do an exact search with the keyword "**organizational behavior**" in the tag ***ALL,*** Press PrtScn on the keyboard to take a screenshot and paste it below.

1. Use the results from 4a, select any print item **(print resources)** the answer the following questions:
* Item’s barcode:
* DDC:
* Collection’s name:
* Collection’s location:
* Item’s loan policy:
1. Use the results from 4a, select any digital/online item **(Digital Resources/Online E-Resources)**, view full-text then press PrtScn on the keyboard to take a screenshot and paste it below.

*\* To* ***ask for the******sample account*** *or* ***submit your answer file****, please send an email to* *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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