

GALE COURSES

Librarian Reference Sheet

CLASS CATEGORIES:

- Accounting and Finance
- Business
- Computer Applications
- Design and Composition
- Healthcare and Medical
- Language and Arts
- Law and Legal
- Personal Development
- Teaching and Education
- Technology
- Writing and Publishing

Pay attention to what your patrons are checking out, asking for, etc - what are their interests? If it relates to any of the class categories, strike up a conversation! For example: "Did you know we offer access to free online courses that include "insert category"? Here is more information..."

SEARCH:

Patrons may search for Gale Courses in Polaris/Monarch Catalog monarchcatalog.org If patron is looking for classes on a specific subject, you may want to suggest narrowing the search by entering a keyword/subject in addition to the words "Gale Courses" or by selecting the E-resources format.

BROWSE:

Patrons may browse for classes in the Class Catalog by categories or by Featured, Popular, and New; Have patron visit our Gale Courses/Monarch Library System website: education.gale.com/l-monarchs/ to start the search.

ENROLL:

All information about each class can be found by clicking on the following tabs: Detail, Syllabus, Requirements, Student Reviews. Click "Enroll Now" to get started. If patron needs assistance with registration, have them email GaleCourses@monarchlibraries.org

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