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Using the Library Resources for Job Search

The Poudre River Public Library District offers many resources that are of great value to job seekers. Many of these resources can be accessed remotely from your home computer or here at the LCWC computer lab. To access these valuable resources, you will need a library card.

In order to get a library card, you will need to go a library branch. You can not obtain a card online. You can find information below for the three branches in Fort Collins.

Job Seeker Resources

As a library card holder you can access the following powerful databases and tools that the library subscribes to.

- 1. Ferguson's Career Guidance Center** - Find information on nearly 3,400 jobs and 94 industries; expand your ability to find and hold a job with invaluable advice on applying for a job, behaving professionally in the work environment; 100 sample resumes and cover letters included. Looking for an internship or scholarship? This database includes more than 55,000 entries on scholarships, internships and more, divided into easily-browsable categories with searchable records.
- 2. LearningExpress** - If you're searching for a job, thinking about a career change, or want to take that next step on the ladder to success, LearningExpress can help you. You'll find courses and practices full of helpful information on a wide variety of career and workplace subjects: choosing a great career, job hunting, interviewing, networking, sharpening your business writing skills, dealing with coworkers, achieving success on the job, and much more. Preparing for a professional exam? Curious about a particular occupation? You'll find instantly scored practice tests based on the official exams for a wide variety of careers. Explore your future now.
- 3. Reference USA** - Locate and research companies you want to work for. Reference USA has details on 14 million U.S. businesses, including 200,000 human resource contact names, business descriptions, company size and weblinks. Search by ZIP code, metro area, city, state, business type. (Instructions for use are at the end of this document.)
- 4. Business Source Premier** provides full text for nearly 3,600 scholarly business journals, including full text for nearly 1,050 peer-reviewed business publications. Coverage includes virtually all subject areas related to business. This database provides full text (PDF) for more than 300 of the top scholarly journals dating as far back as 1922. This database is updated on a daily basis via EBSCOhost. (Instructions for use are at the end of this document.)

A library card is required to access these tools remotely.

To access these databases, visit:

<http://www.poudrelibraries.org/research/databases.html>

→ Jobs & Career (navigation bar on left) for the first three databases above)

OR

→ Business & Investments for Business Source Premier

These databases and tools can be helpful in the following ways for your job search:

1. Industry research
 - Search for articles in industry-specific publications to learn about new and existing products/services. (“Product Reviews” in Business Source Premier and Ferguson’s Career Guidance Center)
 - Search for industry reports to learn if your industry of interest is growing and what the trends are. (“Industry Reports” in Business Source Premier)
2. Occupation research (Ferguson’s Career Guidance Center)
3. Company/organization research (Reference USA and Business Source Premier)
4. Scholarship & Education information (Ferguson’s Career Guidance Center)
5. Job seeking advice and tools (Ferguson’s Career Guidance Center)
6. Business Start-Up
 - Considering starting your own business? Business Source Premier and Reference USA will be invaluable for your market research.
 - See the library’s Business and NonProfit online center for resources on writing a business plan. <http://read.poudrelibraries.org/adult/business/>

How to Get Your Library Card

Any resident of the state of Colorado can get a card for the Poudre River Library system by bringing a photo ID. If the photo ID doesn't show Colorado residency, also bring proof of residency like a utility bill.

You can also get a temporary card online:

1. Go to the Poudre River Library website. (www.poudrelibraries.org)
2. In the green navigation bar on the RIGHT, click on *Using the Library* under the *General Information* label.
3. Click on the *How to get a library card* link
4. At the top of the page you will see a link that says “Apply for a temporary library card online”.

Or visit one of the three branches:

Main Library (Old Town Fort Collins), 201 Peterson Street

Monday-Thursday	9:30 a.m.-9:00 p.m.
Friday	10:00 a.m. - 6:00 p.m.
Saturday	10:00 a.m. - 5:00 p.m.
Sunday	1:00 p.m. - 5:00 p.m.

Directions from LCWC: (on foot): Exit LCWC on Oak Street and turn left or east. Walk east and you will cross Mason Street, College Avenue, Remington and Mathews Street. The next street is Peterson. The library is on the corner of Oak Street and Peterson Street.

Harmony Library, 4616 South Shields

Monday - Thursday	10:00 a.m. - 8:00 p.m.
Friday	10:00 a.m. - 6:00 p.m.
Saturday	10:00 a.m. - 5:00 p.m.
Sunday	1:00 p.m. - 5:00 p.m.

Council Tree Library, 2733 Council Tree Ave.

Monday-Saturday	10:00 a.m.-9:00 p.m.
Sunday	12:00 pm - 6:00 p.m.