



Foreword

The enclosed is a sharing of experience of the set up and maintenance of an Adult Education Guidance Library by Co. Carlow VEC Adult Educational Guidance Service (AEGS). Co. Carlow VEC AEGS is one of the projects on the Adult Educational Guidance Initiative (AEGI) developed under the National Development Plan 2000-2006 in response to the 2000 White Paper on Adult Education entitled "Learning for Life."

The primary purpose of this service is to provide guidance and information to adults to facilitate them in accessing the full range of their educational opportunities. In order to have immediate access to up to date and accurate information on behalf of clients, it is necessary for us to retrieve information from a wide variety of sources and maintain it in a system which allows continuous updating and expansion. This guide is a description of the tools and methods we use in developing and maintaining our Adult Education Guidance Library for use by our staff and clients.

In Co. Carlow AEGS, we consider our information resources to be critical to the quality of the guidance service we can offer to our clients. Both of us also bring to the service some expertise and experience in the information field. Edel is a librarian, therefore contributing specialist information skills while Maria's previous work experiences include working as Information Officer as part of the integrated guidance and placement service of Finglas Cabra Local Employment Services Network and with Dun Laoghaire and Bray Youth Information Centres.

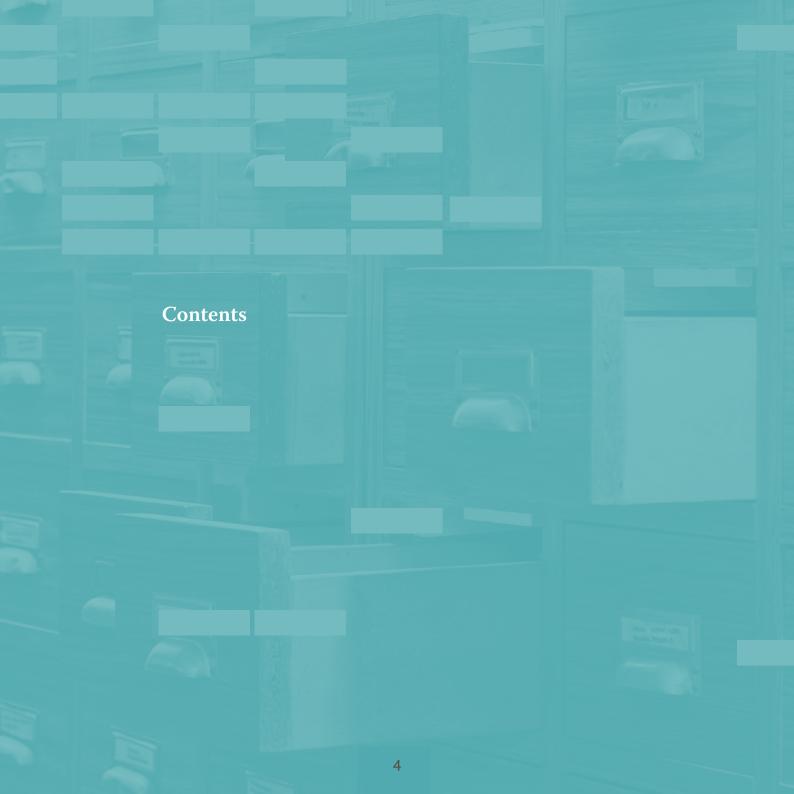
We know that many agencies involved in education provision, educational guidance, employment services and information provision may also be involved in maintaining information resources on educational opportunities. We hope that our experience of setting up such a resource may provide some useful tools and suggestions.

Special thanks goes to our CEO, Mr. Laurence Kavanagh, our AEO, Marian Duffy and our colleagues on the Adult Education Team for their support of our integrated guidance and information service. We would also like to thank, in particular, NCGE (the National Centre for Guidance in Education), whose invitation to AEGI projects to share practice and expertise in information development, as part of their induction training for new Information Officers within the Adult Educational Guidance Initiative, was the inspiration for this guide.

Best wishes.

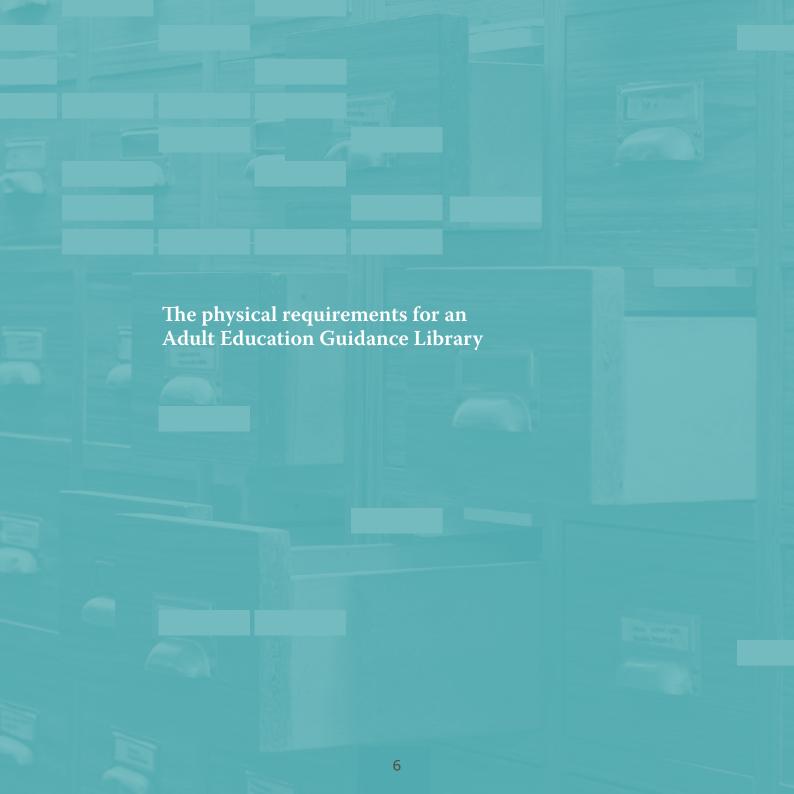
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Information Officer



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The physical requirements for an Adult Education Guidance Library

Checklists

The physical location of the library

- Disabled access.
- ✓ An assigned area or room (well lit) with sufficient area for the furniture and equipment listed below, ideally leading off a reception or waiting area.
- ✓ A reading area with access to the library space.
- ✓ Wall space for notice boards.
- Workstation for a staff member (e.g. Information Officer).
- Sufficient room for ease of movement around the library.
- ✓ If the library space has a street front, a large window fronting might house hanging Perspex notice holders to highlight the service and new opportunities to passers by.

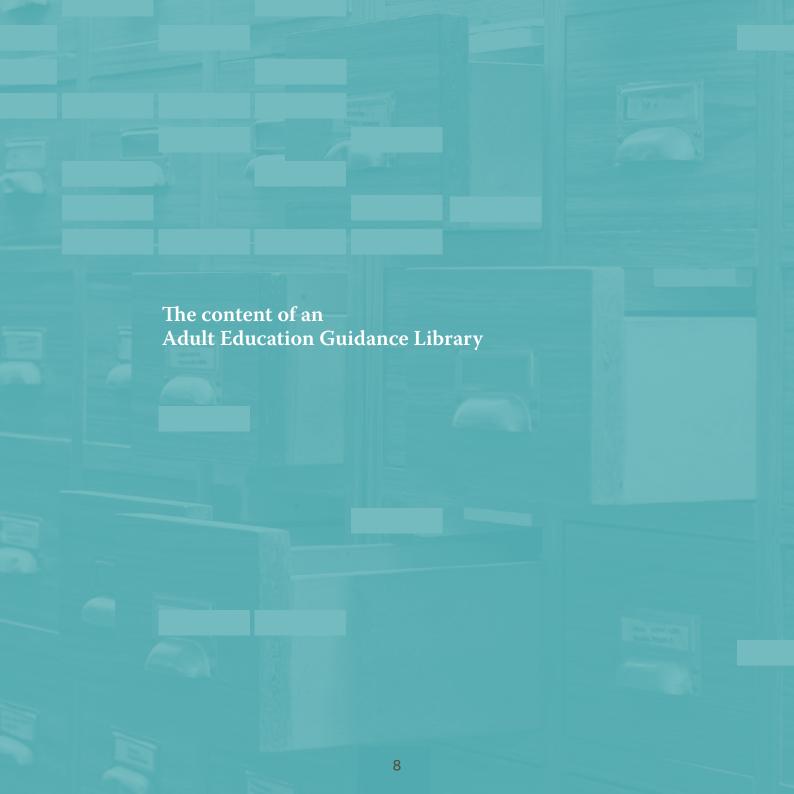
Furniture/Equipment

- ✓ Bookshelves for information folders and reference books.
- ✓ Display shelving and/or units (for "take away" information, factsheets, extra copies of prospectuses, brochures etc.) Please refer to page 9, "The content of an Adult Education Guidance Library."
- ✓ Table and chairs for the reading and/or waiting area.
- DVD player and screen, radio and CD player, (radio, music or perhaps careers DVDs playing in the waiting area, can help clients feel more relaxed about accessing the library area independently.)

- ✓ Two notice boards:
 - · One for careers and education notices.
 - Another for displaying the plan of the library, the classification index and how to use the library.
- Computer(s), printer(s) and Internet access for clients' use.
- Photocopier available to clients to make photocopies from folders, directories and prospectuses, within copyright guidelines, (where extra copies are not available to "take away".)
- Stand alone notice holders next to the computer(s) with a list of online databases and websites which clients might access and instructions for the independent use of databases and career interest tests, where appropriate.
- ✓ Foolscap lever arch folders and magazine holders.

Library stationery and equipment to get started

- ✓ Date stamp
- ✓ Large puncher
- ✓ Colour printer
- ✓ Laminator
- ✓ Laminator pouches
- Guillotine
- ✓ Plastic pockets
- ✓ Dividers
- ✓ Labels



The content of an Adult Education Guidance Library

Two principal factors which will influence the content of the library will be:

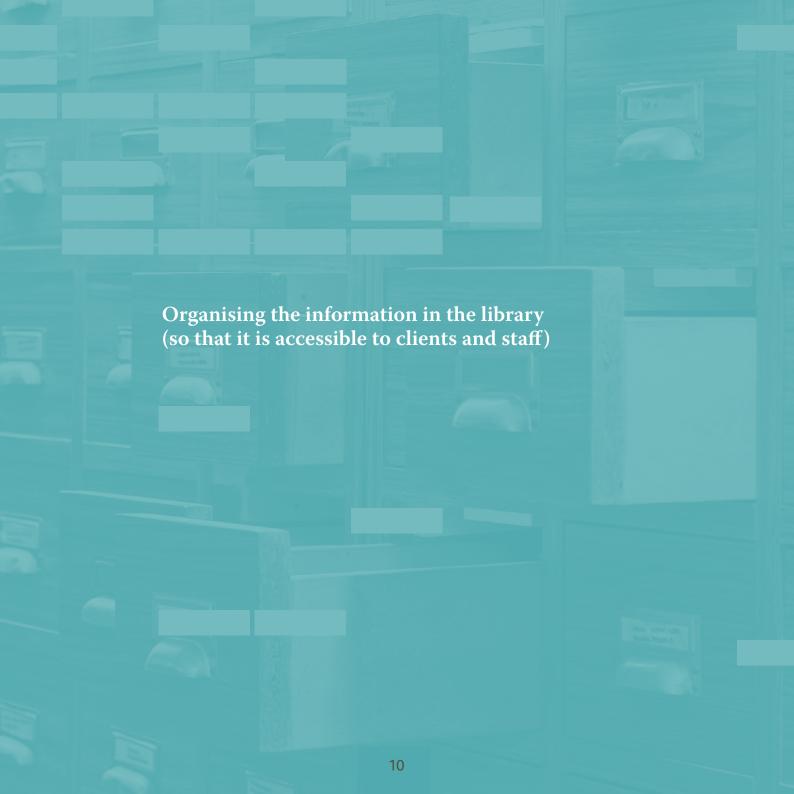
the information needs

and

the access needs of the staff and clients

Types of information

Type(s) of information	Location in library			
Information folders	Bookshelves			
Reference books and directories	Bookshelves			
Newspapers and newsletters	Reading area			
"Take away" information	Open shelving or display units			
Extra copies of prospectuses and brochures				
Factsheets and information packs				
for popular queries				
Posters, advertisements and notices	Notice board(s)			
Directions to self accessing the library	Notice board(s)			
	User Guide in a folder on the bookshelves			
Computer access and multimedia	Public access computer(s)			
Internet access	DVD playback facilities			
Databases – offline software and online resources	Bookshelf storage of DVDs and CDs			
Career Interest Tests				
DVDs and CDs				



Organising the information in the library (so that it is accessible to clients and staff)

Two tools which can be used for organising the information are:

- 1. A classification index which organises and integrates the various types of information.
- 2. Library furnishing and facilities, as listed on page 7, "The physical requirements for an Adult Education Guidance Library."

Choosing a classification index for an Adult Education Guidance Library

The service may decide:

- To use an already existing careers library classification index, for example:
 - CRCI Connexions Resource Centre Index.
 See www.cegnet.co.uk (Former CLCI Careers Library Classification Index)

or

- To design the service's own, to meet its information needs.
 - See enclosed poster, "An example of a custom designed classification index for an Adult Education Guidance Library – Co. Carlow AEGS Library Index."

Designing a classification index

Doing some research

- The staff of the service can decide together the information required to support their work with clients.
- Existing careers library classification indices may provide ideas and reminders of the categories of information necessary to the Adult Education Guidance Library.
- Some guidance services e.g. Careers Services at Higher Education Institutions provide "virtual" careers libraries online. Browsing these virtual libraries may also provide further inspiration.

Designing the index to fit the service's information needs

- The main categories and subcategories of information, the service is likely to deal with, need to be listed.
- The County Carlow AEGS Classification Index uses an outline numbering system to allocate an index number to each category and subcategory e.g.

2		Education				
2.	1		General			
2.	1.1			Irish	Education	System

- Each index number corresponds to an information folder or a reference book.
- Choose a colour for each information section e.g. blue for Careers, green for Education etc. and then use only blue folders for the Careers section, green folders for the Education section and so on...
- If the classification index is designed and put in place as the first step in setting up the Adult Education Guidance Library, then, as information is received by the service, it can be filed appropriately and made immediately accessible to the library users.
- The various types of information as listed on page 9, "The content of an Adult Education Guidance Library" can be integrated into the classification index, as follows:
 - Information Folders: Most index numbers on the Co. Carlow AEGS Classification Index refer to information folders, the core information resource. See page 19 "The contents of the information folders in an Adult Education Guidance Library."
 - Reference books and directories: can be listed in the classification index, labelled with their index numbers and shelved accordingly.
 - Newspapers and newsletters:
 (See page 25, "Sources of information for an Adult Education Guidance Library"), while current, can be kept on display for clients to read and later cut for relevant articles, to be filed in the information folders.

- "Take away" information: Having kept one copy of each relevant information item for the information folders, all extras can be left out on display for staff and clients to take away.
- Factsheets and information packs of popular queries: One copy can be filed in the relevant folder(s) with the extras left out on display shelves.
- Multimedia (Internet resources/ CDs/ DVDs):
 A list of multimedia resources can be included in the classification index under each relevant category and also referred to in the User Guide, as necessary.
- A list of the careers and education software, held in the library, and relevant websites can be displayed next to the computer(s) for public access.

Expanding the classification index as new information categories arise

If the service has carefully thought out the main categories of information necessary to the service, expanding the library (and index) with new subcategories of information should not pose problems.



An example of a User Guide for an Adult Education Guidance Library - Co. Carlow AEGS

Co. Carlow Adult Education Guidance Library User Guide

The information is organised according to an index – which you will find, posted on the side of the shelves of the information library and inside this User Guide folder.

There are four sections

- 1. Careers (BLUE)
- 2. Education (GREEN)
- 3. Employment (RED)
- 4. Other (YELLOW)

Internet access is also available to you. The Information Officer can help you accessing the sites mentioned here, as necessary.

Here's how you might access the information you are looking for:

- 1. "I have no idea of what I want to do..."
- Ask the Information Officer about using a Careers Interest Exercise on computer that
 - can give you some ideas about careers that match the things you like doing and
 - might help you explore career areas you hadn't thought of or knew existed!

- You might also get ideas by browsing through the information on a wide variety of careers in our library. Section 2 in this guide will tell you exactly how to do that.
- 2. "I want to get into _____ (career/job). What qualifications do I need?"
- > Career Directories at 1.2
 - > "Career Choice"
 - > "Student Yearbook and Career Directory, Part 2"
- A-Z Careers folders at 1.4
- Check www.careerdirections.ie online database which includes:
 - > a careers interest exercise and
 - A-Z Irish careers information including entry requirements
- Most professions have associations or societies that represent their members. These associations often provide information on entry qualifications to that career. Almost all of these organisations have their own websites. Ask the Information Officer for assistance or refer to the IPA Administration Yearbook and Diary at 4.2.2.1.

3. For information on courses in any subject check the following:

- Do a search on www.qualifax.ie (online course database)
- Career Directories at 1.2
 - > "Career Choice"
 - > "Student Yearbook and Career Directory"
- Part-time education at 2.15
 - > Evening Classes at 2.15.1
 - > Distance Learning at 2.15.2
 - > Local (short/ specific interest) courses at 2.13
- Specific educational opportunities for people on unemployment/other welfare payments
 - > VTOS at 2.3.2
 - > BTEI at 2.3.3
- > Post Leaving Certificate Courses
 - > General information on PLC courses at 2.4
 - PLC prospectuses for PLC colleges (Carlow, Kildare, Kilkenny, Laois, Dublin, Wexford, Wicklow) at 2.4.1 - 2.4.8
- > Training and Apprenticeships
 - > State Training Agencies at 2.11
 - Apprenticeships at 3.2
- > Higher Education Institutions
 - > A-Z of Higher Education Institutions at 2.6
- The careers folder(s) at 1.4 for the subject you are interested in.

4. and 5. are examples of searches on two popular queries

4. "I'd like to do a computer course – where can I do that?"

- Pick up a copy of our factsheet on local computer courses from our display stand.
- > If you are interested in a short course:
 - Computer courses at 2.13.1
 - > Computerised Accounts/ Payroll at 2.13.2
 - > Evening Courses at 2.15.1
- > If you are on a social welfare payment
 - > VTOS at 2.3.2
 - > BTFL at 2.3.3
- > If you are working on your reading or writing skills
 - > Literacy at 2.3.1
- If you can study full-time and for a year or more go to point 3 of this User Guide to find out how to research Post Leaving Certificate and Higher Education Institution courses.

- 5. "I want to return to do my Leaving Certificate having never done it before."
- Refer to "Student Yearbook and Career Directory Part 1" at 1.2
- > Leaving Certificate at 2.2.2
- > VTOS at 2.3.2 (adults over 21 years on a social welfare payment for 6 months)
- > Repeat Leaving Certificate course in Carlow Institute of Further Education at 2.4.1
- > Distance Learning (Kilroy's College) at 2.15.2.2
- > Evening classes for single subjects at 2.15.1
- 6. Information for adults with disabilities
- > See 2 & 3 above for career and course information
- Information on educational opportunities for adults with disabilities at 2.14.2
- Information on employment opportunities for adults with disabilities at 3.5.1
- > Support Services: Local/ National at 4.2.1 & 4.2.2

- 7. "I have just moved to Ireland what are my study and work entitlements?"
- > See 2 & 3 above for career and course information
- > Education information for Foreign Nationals at 2.14.1
- Learning English in Ireland at 2.14.1.1
- > Certification/ Qualification at 2.12
- Employment information for Foreign Nationals at 3.5.2
- Local Support Services at 4.2.1
- > National Support Services at 4.2.2
- www.immigrantcouncil.ie and www.ris.ie (The Refugee Information Service) provide information on education and training entitlements according to status.

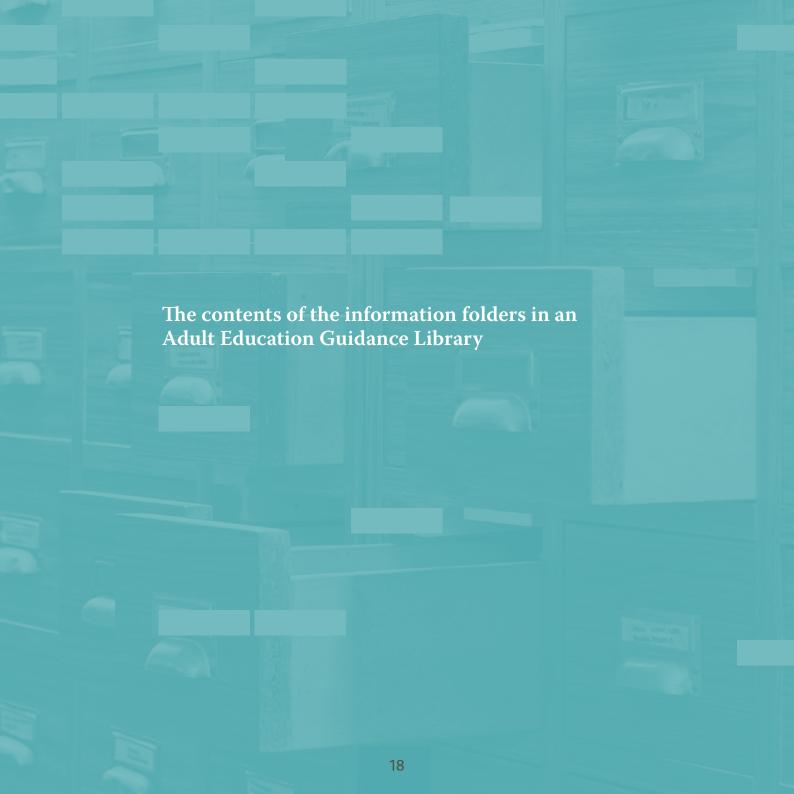
8. "What help is available to me when I take up a course?"

- > Funding/ Scholarships at 2.17
- > Childcare Support Services at 4.2.1.2
- > Literacy at 2.3.1
- Websites: www.education.ie www.citizensinformation.ie

9. Any other topics

> Check the Information Library Index and ask the Information Officer for any help you need.

If you would like information on topics that are not included in the information library please ask the Information Officer, who will be delighted to check up any query you may have. No doubt this will also help other users of the library.



The contents of the information folders in an Adult Education Guidance Library

- Each information folder in the library brings together a copy of, or reference to, all the information held on that topic and is labelled with a reference number in the library classification index.
- Where an item(s) is too bulky for an information folder it can be placed in a magazine holder of the same colour, labelled with the same index number, next to the folder.
- The ideal is to place a copy of every new item of information into every relevant folder in the index so that the user sees all the relevant information together. However, here are some less time consuming alternatives:
 - A course search on the "Qualifax" database (www.qualifax.ie) for relevant courses can be filed in each careers folder with a note to the user to check the education folders for individual college(s) and course information.
 - The library User Guide can refer the user to a range of information folders and reference books according to the query. See pages 14 -17, "An example of a User Guide for an Adult Education Guidance Library - Co. Carlow AEGS."
 - The inside cover of each information folder could refer the user to related information folders.

Organising the content of the information folder

Some folders in the library will contain a lot of information that will need to be organised into sections for easy retrieval of information. The following are some suggestions for the structure of two information folder types.

An individual careers folder in the CARFERS section

- Careers Information folder two main sections
 - Career Section
 - Course Section
- Career Section
 - Photocopies from directories e.g.
 "Career Choice", "Student Yearbook and Career Directory"
 - Printouts from online and/or offline career information databases e.g. FAS "Career Directions", VT Career Progressions Ltd. "Pathfinder"
 - Newspaper articles e.g. "A day in the life of..."
 - Job descriptions provided by the employer, e.g. www.publicjobs.ie, www.careersinhealthcare.ie
 - · Job vacancy advertisements
 - Information from the Internet
- Course section
 - · Photocopies from course directories
 - Search results from online databases
 - Excerpts from education provider prospectuses and /or websites

A Higher Education Institution (HEI) information folder in the EDUCATION section

- Undergraduate prospectus hardcopy version and/ or CD/DVD
- Correspondence from the HEI e.g. open days, course updates, new courses
- Part time/Continuing Education/Lifelong Learning prospectus
- Distance Education opportunities
- Application information e.g. standard, mature, FETAC links
- · Postgraduate prospectus and information
- HEI services to students e.g. mature student/access officer, sports facilities, scholarships
- Newspaper features on the HEI
- Miscellaneous information e.g. transport services to and from the college

When does the library hold "enough" information for the service's needs?

- The service might consider the typical needs of their clients:
 - How far do clients seem to be prepared to travel for courses? (It may make sense to store only those further education colleges and parttime courses within a commutable distance of the service.)
 - What topics do clients frequently ask about?
- In the careers section, a decision might be made to keep only Irish careers information.
- As accuracy and timeliness is so critical with social welfare/ rights and entitlements information (e.g. how various social welfare payments are affected by returning to education), it may be more appropriate to place a note in that folder for the client and/ or staff member to refer directly to the Citizen's Information Service website (www.citizensinformation.ie) for the most up to date information.



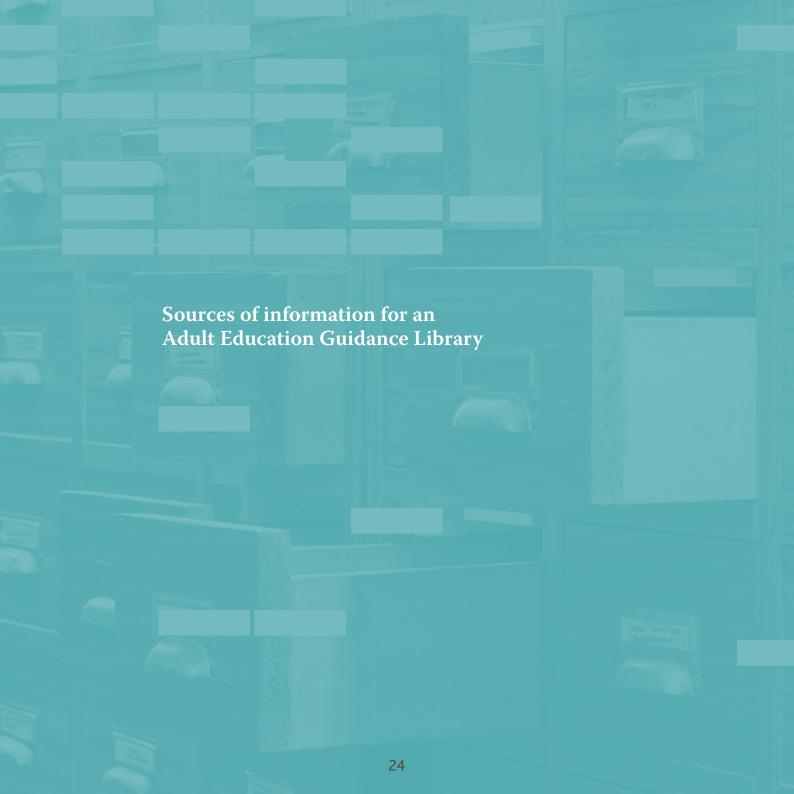
Systems for updating and maintaining an Adult Education Guidance Library

• Having a calendar for updating material can help a service maintain the accuracy of its information resources in a systematic way. The following is an example of such a calendar:

January	 Evening Class brochures There are special careers and education features in the newspapers around now (CAO application period) e.g. Irish Times & Irish Independent Every month: Check www.qualifax.ie for updates to the events calendar
February	 FÁS "Opportunities" Fair, usually held in Dublin, is an ideal opportunity to collect careers and education information Mail representative or professional organisations to update careers folders Contact further education colleges for up to date prospectuses Order a supply of CAO and UCAS application forms for the next academic year
March	 Update Pre-University/ Access courses Contact local further education colleges for information on open days
April	Update summer course information
May	Update internal factsheets
June	Request stock of grant application forms
July	Update in-house events calendar (building on events calendar available on www.qualifax.ie by adding local events)
August	 Purchase annual Evening Class guides and request local evening class provider brochures Watch out for special careers and education features in the newspapers (CAO offer period) Update local adult and community education brochures
September	 Irish Times/IGC Higher Options Conference is an excellent source of a wide variety of education, training and careers information Purchase new annual education and career directories Check dates of local Higher Education Institutions Open Days Check CAO and UCAS application forms have arrived
October	Source any remaining prospectuses and/or directories
November	Replace excerpts from career directories in the career folders with those from the new, up to date directories
December	 Purchase new IPA Administration Yearbook and Diary Contact Higher Education Institutions for mature student application forms

- Answering queries provides an opportunity to update daily. When dealing with an information request, staff can check the library first. If the information has changed since it was filed, the necessary checks can be made and the new information added to the library folder before giving a copy to the client.
- All staff can contribute to updating the library by sharing any new information that comes to light through their work with the staff member with Information responsibility or by directly updating the information folder. When the library is updated accordingly, this new information will then be accessible to all (clients and staff).
- If only a small change is needed to update an information item in a library folder, the change can by made by hand and dated.
- When updated and/or new information arrives, one copy can be date stamped and filed, placing the remaining copies on display for "take away" and discarding all the old copies.
- That one original copy of any piece of information or reference book will never leave the library! Clients or staff members can read or have a photocopy of the excerpts they need or an extra copy can be ordered for them if they would like a copy of their own.
- Information items, although out-of-date, can remain in the library folder until an updated version is received. The out-of-date item can serve as a reminder of what existed in the past (and

- may therefore be available again) and what needs to be updated.
- Asking organisations to include the service on their mailing lists will facilitate information being received automatically as soon as it is updated or published.
- Education providers sometimes organise an annual distribution of their brochures to the members of relevant professional organisations, e.g. the Institute of Guidance Counsellors. If the service or the members of staff are members of those organisations, a considerable amount of course material will arrive automatically.
- When career opportunities in the public service are advertised, for example, civil service, local government and Gardai, it is an opportunity to collect up to date job descriptions for these career areas. The job descriptions will usually include entry requirements and salary details and can update the relevant careers folder. This job vacancy information can usually be found on the following websites:
 - www.publicjobs.ie
 - www.localgovernmentjobs.ie
 - www.careersinhealthcare.ie
- Checking local newspapers on a weekly basis will help to ensure that the service is kept aware of all relevant local events and opportunities, particularly in relation to new course and job vacancies.



Sources of information for an Adult Education Guidance Library

- Education Directories (annually updated)
 e.g. "Career Choice", "The Student Yearbook and Career Directory"
- Higher Education Institution (HEI)
 websites and prospectuses
 A full list of HEIs is available on the National
 Centre for Guidance in Education (NCGE) website:
 www.ncge.ie

Being included on mailing lists

- Central Applications Office (CAO)/ Institute
 of Guidance Counsellors (IGC): If the service's
 contact details are included on these mailing
 lists, up to date prospectuses will often
 automatically be received as some HEIs use
 their mailing lists.
 - · www.cao.ie
 - · www.igc.ie
- When a service requests information from an organisation, whose information is likely to be needed on a continuous basis, the service might ask to be included on the mailing list of that organisation for any updates.

Newspapers

Newspaper cuttings can be an indispensable source of up to date information. A scan of the following selection of newspapers should provide a comprehensive overview of critical changes and opportunities.

- The prominent weekly local newspaper(s)
- Job Supplements
 - Thursday Irish Independent
 - Friday Irish Times
 - Sunday Independent

- One daily national newspaper
- The Irish Independent and Irish Times usually have daily education and/or career articles during CAO application and offer periods.

Information Events and Exhibitions

These events are ideal for collecting up to date information from a range of organisations in a particular area and/or on a particular subject, e.g.

- Irish Times/IGC "Higher Options" Conference in Dublin (September annually)
- FÁS "Opportunities" Fair in Dublin (February or March annually)

· Representative/Professional organisations

Representative organisations for different professions often provide careers and course information relating to that profession – e.g. Engineers Ireland, Construction Industry Federation, Irish Nurses Organisation and Psychological Society of Ireland etc. A list of such organisations can be found in

- The IPA Administration Yearbook and Diary
- The Student Yearbook and Career Directory, Parts 1 and 2

· IPA Administration Yearbook and Diary

This publication is an indispensable source of up to date and reliable information on national and/or representative organisations, public services, local government, Higher Education Institutions, major companies, media organisations, political organisations, national statistics, a national events calendar (useful for event planning) and much more.

Department of Education and Science Booklets

- Guide for Mature Students
- Financial Support for Further and Higher Education
- Department of Social and Family Affairs
 Booklet number SW70-Back to Education Programme
 www.welfare.ie
- Information on how returning to education will affect social welfare payments
 - www.citizensinformation.ie
 - www.welfare.ie
- The National Centre for Guidance in Education (NCGE) Website and Newsletter (www.ncge.ie) provides information on developments in guidance and useful links. NCGE has also produced guidance handbooks, see page 33, "Reference material (for the set up and maintenance of an Adult Education Guidance Library.)"
- AONTAS (Irish National Association of Adult Education) membership (www.aontas.com)

AONTAS provides members with their newsletter and the option of attending meetings to keep updated on national adult education issues and developments.

Multimedia

- DVDs/CDs: Organisations and or education providers may provide information on their services in multimedia format in addition to hardcopy.
- Offline software
 - VT Career Progressions (UK) provide a number of careers interest and information packages e.g. Pathfinder, Skillcheck and Jobfile - www.vtplc.com/educationandskills
 - Some databases are available online and on CD, for offline use, e.g.
 www.careerdirections.ie

Internet

- Search engines e.g. Google, Altavista, Yahoo
- Individual websites

Note:

See also page 27, "A selection of recommended books and websites for Careers and Education information"



A selection of recommended books and websites for Careers and Education information

Book List

Accessing Third Level in Ireland – A handbook for students with disabilities and learning difficulties

Produced by AHEAD (Association of Higher Education and Disability) www.aheadweb.org

Applying to College

Dunne, Richard, Undergraduate Publications Ltd, Cavan Note: This publication is normally updated and published annually. "Applying to College" was not published in 2007 but it is hoped that the publication will return in 2008.

Career Choice

Editors – Sheehy, Tony & Gough, Derek, Oisin Publishing & Print, Dublin

Gradireland: The Official Careers Directory for students and graduates in Ireland

GIT Specialist Publishers Ltd & AGCSI, www.gradireland.com

Guides to Evening Classes

- Guide to Evening Classes, Adult & Leisure Learning in Dublin City and County Wolfhound Press, Dublin
- The Detailed Guide: Dublin's Evening Classes
 Oisin Publications, Dublin
- The National Guide to Nightcourses (available for different regions in Ireland e.g. South East Edition covers counties Kilkenny, Wexford, Carlow, Waterford, Laois, Tipperary and Offaly) Produced by Learning Ireland (www.learningireland.ie)

IPA Administration Yearbook & Diary

The Institute of Public Administration, 57-61 Lansdowne Road, Dublin 4

Jobfile Ireland

VT Career Progessions Ltd www.vtlifeskills.co.uk/ireland

Mature Student Directory of Irish Third Level Institutions

Network of Irish Mature Student Officers (NIMSO) www.tcd.ie/Trinity_Access/directory_ maturestudents2006.pdf

National Training and Continuing Education Directory

Calmar International Ltd, Dublin

Starting a business in Ireland, a comprehensive guide & directory

O'Kane, Brian, Oak Tree Press, Cork

The Student Yearbook and Career Directory (Part 1 & Part 2)

Editors – Duddy, Joseph & Keane, Richard, Student Yearbook Ltd, Ireland

Working for Work - Exploring Welfare, Work, Education and Training Options for Unemployed People

INOU (Irish National Organisation of the Unemployed) www.inou.ie

Websites

The following is a selection of useful websites. Many of the websites below may have both careers and education information.

You will find a full list of Higher Education Institution websites and other websites relevant to adult education guidance on www.ncge.ie.

Many of the career and education directories will also refer you to useful websites.

Careers Information

- www.careerdirections.ie
- www.gradireland.com
- www.publicjobs.ie
- www.localgovernmentjobs.ie
- www.careersinhealthcare.ie
- www.careersworld.com
- · www.nursingcareers.ie
- www.garda.ie
- www.military.ie
- www.lawsociety.ie
- www.iei.ie (Engineers Ireland)
- www.bankofireland.ie
- www.aib.ie
- www.science.ie
- www.iasw.ie (Irish Association of Social Workers)
- www.simi.ie
 (The Society of the Irish Motor Industry)
- www.flyaerlingus.com
- www.ryanair.com

Course/education information

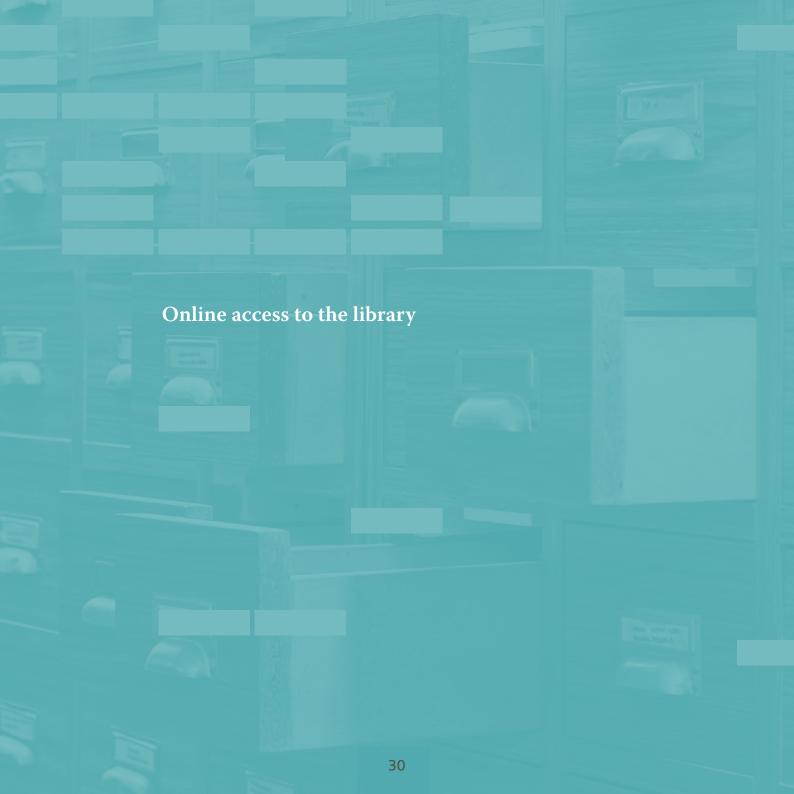
- · www.qualifax.ie
- www.learningireland.ie
- · www.learningpoint.ie
- www.cao.ie
- www.postgradireland.com
- www.fas.ie
- www.education.ie (Department of Education & Science)
- www.nqai.ie (National Qualifications Authority of Ireland)
- www.fetac.ie (Further Education and Training Awards Council)
- www.hetac.ie
 (Higher Education and Training Awards Council)
- www.nala.ie (National Adult Literacy Agency)
- www.aontas.com (National Association of Adult Education)
- www.failteireland.ie
- www.bim.ie (Bord lascaigh Mhara)
- www.teagasc.ie
- www.coillte.ie
- www.ccoi.ie (Crafts Council of Ireland)
- www.skool.ie (Information on Leaving Cert/ Junior Cert & Going to College)

Citizens' Information – Rights & Entitlements

- www.citizensinformation.ie
- www.welfare.ie
 (Department of Social and Family Affairs)
- www.revenue.ie (Tax relief for tuition fees)
- www.ris.ie (Refugee Information Service)
- www.immigrantcouncil.ie

Search Engines

- www.google.ie
- www.yahoo.com
- · www.altavista.com



Online access to the library

If clients could have access to the information in the library online, they would not be restricted by the service's location, hours of opening or staff resource limitations in researching their options.

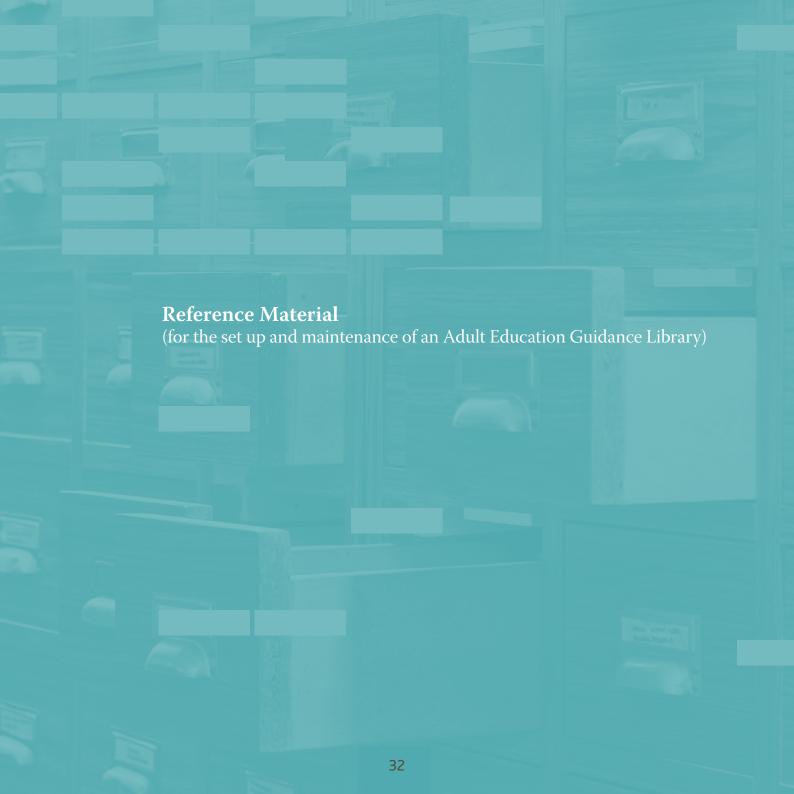
While any paper resources can be scanned electronically for display online, the reality of replicating and updating all of the library resources online would probably be unmanageable in terms of staff resources. However, it should be possible to show clients how to access a lot of the information, held in the library, online. Many Higher Education Institution Career Services are already providing library resources online.

Here are some suggestions for providing a "virtual" library online.

- The library index (see inside back cover insertion, "An example of a custom designed classification index - Co. Carlow AEGS Library Index") might be replicated online and each index number would refer to a list of websites or links to websites holding information on that topic (instead of referring to information folders and/ or books.)
- The library User Guide (which guides adults to research the most Frequently Asked Questions - see pages 14 - 17, "An example of a User Guide for an Adult Education Guidance Library – Co. Carlow AEGS") could also be placed online, referring users, according to their queries, to the library index, as described above.

Alternatively, adults might be guided to research their options online without referring to the library structure used in-house. The adult may be guided instead through a "virtual" guidance or information appointment. An example format might be to pose questions and exercises assisting online clients to reflect on their life and education goals. The online appointment might suggest different paths of research according to possible responses. It may be ideal to invite clients who request a guidance appointment at the centre to follow this virtual appointment online in advance, where the client has the appropriate skills and Internet access. This could empower the client to make the maximum use of the guidance staff's expertise during their appointment at the centre.

Facilitating clients in accessing at least some of the organisation's careers and education information resources online, whether for pre appointment preparation or for independent research can allow for the most efficient use of staff resources.



Reference Material

(for the set up and maintenance of an Adult Education Guidance Library)

NCGE: AEGI Handbook

Section 6 - "Information Resources,"

Section 10 - "Environment and Resources"

Section 14 - "Other useful resources, websites and

local contacts."

NCGE: The Guidance Counsellor's Handbook

See the list of factsheets from this handbook on www.ncge.ie, most of which are downloadable and/or printable, particularly the factsheets entitled "Setting up and running a library" and "Careers information materials".

CRCI (Connexions Resource Centre Index) Classification Index

www.cegnet.co.uk

Careers Libraries for the 21st century: A Practical Guide, (1992)

 ${\bf Summerson, Liz, Trotman\ \&\ Company\ Ltd,}$

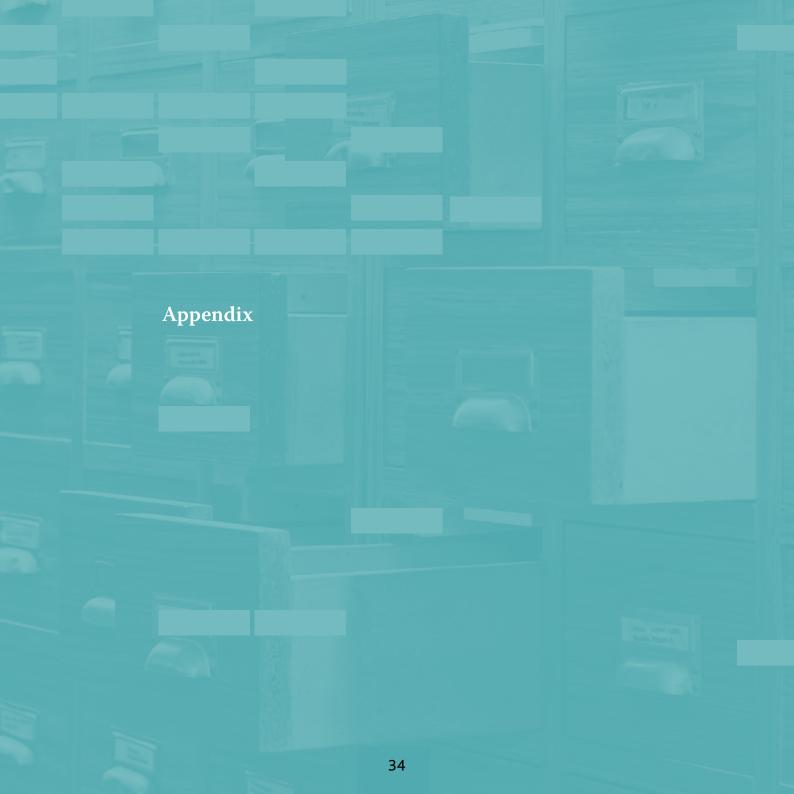
(ISBN: 0856601616)

CIOLA Directory: The Adviser's Guide to Careers Information Sources

Shepherd, Roger, Hobsons PLC

Handbook of Free Careers Information and other Services, (2000),

Bartley, Lorna & Taylor, Michael, Trotman & Company Ltd, (ISBN: 0856605549)



Appendix

1.4 A - Z Careers

Accounting Advertising

Agriculture/ Horticulture

Aid/ Development

Airlines

Alternative Medicine

Animals

Archaeology

Architecture

Arts & Crafts

Auctioneering/ Estate Agency

Banking/Finance

Beauty/ Hairdressing

Business

Care Assistant/ Home Help

Childcare

Civil Service

Clerical

Computers/IT

Construction

Counselling

Defence Forces

Dentistry

Drama/Theatre/Performance

Driving/Transport

Education

Engineering

Environment

Fashion/ Modelling

Food

Garda Siochana/ PSNI

Health & Safety

Hotel & Catering

HR/ Personnel

Insurance

Interior Design

Journalism

Languages

Legal

Leisure/ Sport

Library/Information

Logistics

Media Related

Medical

Miscellaneous

Montessori

Multi-media

Museum

Music

Nursing

Paramedical
Pharmacy
Pharmachemical
Photography
Primary Teaching
Printing/ Publishing
Prison Officer
Psychology
Public Relations

Retail

Sales and Marketing Science Second Level Teaching Social Care & Community Social Work Special Needs Assistant

Teaching English as a Foreign Language Teleworking Travel/ Tourism

Warehouse/ Stores Management Writer

Youth Work

1.4 on the library index corresponds to "A-Z Careers." 71 Career folders are included under this index number as a less cumbersome alternative to assigning an individual index number to each. (This list corresponds to the careers information needs of Co. Carlow AEGS. It is constantly reviewed and expanded. Each service's careers list will aim to meet the needs of its client groups.) This A-Z Careers list can be included on the library notice board and in the library User Guide folder.

Notes

Notes







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