ADULT CAREERS LIBRARY
RESOURCE GUIDE

Who is it for?
Careers advisors and information officers responsible for collecting and maintaining learning resources in local voluntary organisations, higher education institutions or nextstep centres.

What is it?
An online guide to take you through the process of setting up and running a successful careers library. It also provides links and information on the available resources for each category in the Connexious Resources Centre Index (CRCI).

What’s included?
Useful information on how to create a library layout, storage and systems, good practice guidelines and how to fund, evaluate and promote your library. The ‘Resources’ section uses the CRCI to provide access to useful resources, links and contact details for each subject category.

Where can I get it from?
You can access it online at www.advice-resources.co.uk

How do I use the guide?
You can start at the very beginning if you want to set up your library from scratch. It will take you right through to evaluation and review.

If you have more experience, you can dip in and out of the guide as and when you need to.

How do I use the resources section?
Using the CRCI, information about resources is placed into subject categories. You can search to find print-based resources under headings such as Title, Author, Short description, Price, ISBN, and Date. You can also find links to relevant websites and read short descriptions about what they do.

Is there any help available to users once they get started?
Before you begin, you can take a short tour around the website, which gives you an opportunity to get to grips with the various steps involved in creating a library. You can use the ‘Starting out’ link at the top of the page to guide you through the entire process.

How much does it cost?
Nothing. It’s online and free to access.
What are the key benefits?

The website is:

- suitable for all – including organisations with and without careers library experience
- clear and accurate – providing valuable information on the CRCI classification system
- practical – basic skills to make sure your resource library is well organised and running smoothly.

How does this fit in with other tools?

The ‘Resources’ section is perfect for using in conjunction with our other searchable directories, such as Job Profiles and Funding Directory. Together, they provide an essential source of information on everything you need to guide and advise your clients.

What else is available from advice-resources?

The Adult Careers Library Resource Guide is part of a suite of tools, guides and directories provided by advice-resources. To find out about our other products and services, go to www.advice-resources.co.uk