

Elements of an Effective Career Resource Room

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November 5, 1999

Storage and delivery of career resources in formats to meet diverse individual needs

- Computer work stations with headphones for auditory privacy
- Bookcases
- Lateral hanging files
- Television monitor and videocassette player with headphones for auditory privacy
- Cassette tape player with headphones for auditory privacy
- Quick reference area for books

Dedicated computer for career resource library index and staff demonstration of software

Table space for individual use of resources

Signage to assist individuals in locating appropriate resources

- External
- Internal

Map of the career resource room available to assist individuals in locating appropriate resources

Resource guides available to assist individuals in locating resources appropriate for specific needs

Availability of staff to assist individuals in using resources as needed

Visual privacy for resource use

- Carrels for computer use

Restricted access to resources that are prone to theft

- CR-ROM management
- Book check out

Kiosk or display rack for disseminating resource guides adjacent to the greeter area

Dissemination point for free, self-help resources clearly indicating that those resources can be removed

Greeter area

- Visual supervision of resource use by individuals
- Accountability data collection (e.g., sign-in sheet)

Ready staff access to readiness screening instruments

Waiting area for individuals with scheduled appointments or individuals seeking brief staff-assisted services

Appropriate area for individuals needing privacy

Compliance with the Americans with Disabilities Act

- Availability of resources in alternate format for persons with disabilities
- Physical access for persons with disabilities

Compliance with OSHA requirements for workspaces

Availability of career resources for special populations

- Individuals with limited reading literacy
- Individuals with limited English language skills

Individual access to fax machine, copier, typewriter, and phone

Appropriate space for confidential storage of individual records