

# NEOMIN Library Services: Course Catalog & Meeting Schedule

FY 2013-14

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# Course Descriptions

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## Overview for New Library Support Staff

Are you new to the library and want to get acquainted with the library automation program and NEOMIN? This workshop will address the basics of the library automation client, Workflows (Introduction to WorkFlows, Cat and Cat Jr., Circulation, and Item Searching). A few specific NEOMIN-related procedures will also be covered (patron update processing, patron image loading, vendor disk processing, and help desk).

Date:	Location:	Time:	Course ID:
Wednesday, September 18, 2013	NEOMIN Lab	8:30 AM – 11:30 AM	2713
Wednesday, October 2, 2013	NEOMIN Lab	12:30 PM – 3:30 PM	2714

<http://www.neomin.org/training/register.asp>

## Library Overdue Reports

Learn how to create reports that show current checkouts, fines, as well as how to generate overdue reports. The overdue reports created include desk reports for library staff and notices for students. Incremental overdue reports are also reviewed.

Date:	Location:	Time:	Course ID:
Thursday, November 7, 2013	NEOMIN Lab	8:30 AM – 11:30 AM	2719
Thursday, November 7, 2013	NEOMIN Lab	12:30 PM – 3:30 PM	2720
Thursday, December 5, 2013	NEOMIN Lab	12:30 PM – 3:30 PM	2724

<http://www.neomin.org/training/register.asp>

## Basic Cataloging & SmartPORT

This workshop focuses on the basic topics of copy cataloging in the SirsiDynix Symphony client, Workflows. Topics include Adding/Editing Items, Call Number and Item Maintenance, Global Item Modification, Transfer Title/Call No/Items, Remove Item, Adding Bib Records, INFOhio Cataloging Method, Vendor Files, SmartPort, SmartPORT Properties, SmartPORT: Obtaining Records, and SmartPORT: Complete the Cataloging Process.

Date:	Location:	Time:	Course ID:
Wednesday, October 16, 2013	NEOMIN Lab	8:30 AM – 11:30 AM	2717
Thursday, November 21, 2013	NEOMIN Lab	8:30 AM – 11:30 AM	2721

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# Course Descriptions

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## Cataloging Open Lab

After each *Basic Cataloging & SmartPort* training there will be an open lab for hands-on cataloging. (*Bring your own materials to catalog.*)

Date:	Location:	Time:	Course ID:
Wednesday, October 16, 2013	NEOMIN Lab	12:30 PM – 3:30 PM	2718
Thursday, November 21, 2013	NEOMIN Lab	12:30 AM – 3:30 PM	2722

<http://www.neomin.org/training/register.asp>

## Advanced Cataloging

This workshop focuses on the advanced topics of copy cataloging in the SirsiDynix Symphony client, Workflows. Topics include using a template to catalog items such as: locally produced materials (yearbooks, videos, newsletters, etc), equipment (audiovisual/computer equipment/eReaders), commercially produced materials (eBooks). There will be a focus on modifying/enhancing MARC record tags (490 series tag, 521 Lexile tag, 526 reading program tag, 6xx subjects tag, 856 tag for URL link to Podcasts). How to export MARC records will also be covered.

Date:	Location:	Time:	Course ID:
Thursday, January 23, 2014	NEOMIN Lab	9:00 AM – 2:00 PM (1 hour lunch break)	2726
Thursday, February 27, 2014	NEOMIN Lab	9:00 AM – 2:00 PM (1 hour lunch break)	2725

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## Library Barcoding 101:

This workshop first focuses on the topics of user maintenance in the SirsiDynix Symphony client, Workflows. User Maintenance topics include user registration, modifying user records, and removing users. Creating barcode reports will also be covered which include generic (or “dumb”) barcode creation for items/patrons, smart barcodes (for items/patrons), and spine labels. Learn how to schedule a barcode report to receive barcodes for new students weekly. Create barcodes to ‘Mark Long Overdue Items Lost’. Enhance your library shelves with electronic content using *QR Codes*. Learn how to create and incorporate *QR Codes* into your library.

Date:	Location:	Time:	Course ID:
Wednesday, September 18, 2013	NEOMIN Lab	12:30 PM – 3:30 PM	2716
Wednesday, October 2, 2013	NEOMIN Lab	8:30 AM – 11:30 AM	2715
Thursday, December 5, 2013	NEOMIN Lab	8:30 AM – 11:30 AM	2723

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# Course Descriptions

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## Library Inventory Process

This workshop reviews the necessary steps to plan, start, and finish an electronic inventory using the library automation system. The inventory process is report-driven, so some experience with reports is recommended before taking this course.

Date:	Location:	Time:	Course ID:
Tuesday, April 15, 2014	NEOMIN Lab	8:30 AM – 11:30 AM	2727
Tuesday, April 15, 2014	NEOMIN Lab	12:30 PM – 3:30 PM	2730
Tuesday, May 13, 2014	NEOMIN Lab	8:30 AM – 11:30 AM	2728
Tuesday, May 13, 2014	NEOMIN Lab	12:30 PM – 3:30 PM	2729

<http://www.neomin.org/training/register.asp>

# Meeting Schedule

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## NEOMIN Library User Group Meetings

The following dates are provided for NEOMIN Library User Group meetings. Please register online if you plan on attending a meeting. For meetings with multiples times listed, pick only one session: morning or afternoon.

Date:	Location:	Time:	Course ID:
<b>Tuesday, September 10, 2013</b>	NEOMIN Room AE216	1:00 PM – 3:00 PM	2700
<b>Thursday, October 10, 2013</b>	NEOMIN Lab	9:00 AM – 11:00 AM	2703
		1:00 PM – 3:00 PM	2704
<b>Tuesday, November 12, 2013</b>	NEOMIN Lab	9:00 AM – 11:00 AM	2705
		1:00 PM – 3:00 PM	2706
<b>Tuesday, December 17, 2013</b>	NEOMIN Lab	9:00 AM – 11:00 AM	2707
		1:00 PM – 3:00 PM	2708
<b>Tuesday, January 14, 2014</b>	NEOMIN Lab	9:00 AM – 11:00 AM	2709
		1:00 PM – 3:00 PM	2710
<b>Tuesday, February 11, 2014</b>	NEOMIN Room AE216	1:00 PM – 3:00 PM	2701
<b>Thursday, March 20, 2014</b>	NEOMIN Lab	9:00 AM – 11:00 AM	2711
		1:00 PM – 3:00 PM	2712
<b>Tuesday, April 29, 2014</b>	NEOMIN Room AE216	1:00 PM – 3:00 PM	2702

<http://www.neomin.org/training/register.asp>

# FY 2013-14 Year-at-a-Glance

**2013**

## September

<b>Sep 10</b>	<b>Tue</b>	<b>1:00p -3:00p</b>	<b>Library User Group (PM) 2700</b>
Sep 18	Wed	8:30a -11:30a 12:30p -3:30p	Overview for New Library Support Staff (AM) 2713 Library Barcoding 101 (PM) 2716

## October

Oct 2	Wed	8:30a -11:30a 12:30p -3:30p	Library Barcoding 101 (AM) 2715 Overview for New Library Support Staff (PM) 2714
<b>Oct 10</b>	<b>Thu</b>	<b>9:00a -11:00a</b> <b>1:00p -3:00p</b>	<b>Library User Group (AM) 2703</b> <b>Library User Group (PM) 2704</b>
Oct 16	Wed	8:30a -11:30a 12:30p -3:30p	Basic Cataloging & SmartPort (AM) 2717 Cataloging Open Lab (PM) 2718

## November

Nov 7	Thu	8:30a -11:30a 12:30p -3:30p	Library Overdue Reports (AM) 2719 Library Overdue Reports (PM) 2720
<b>Nov 12</b>	<b>Tue</b>	<b>9:00a -11:00a</b> <b>1:00p -3:00p</b>	<b>Library User Group (AM) 2705</b> <b>Library User Group (PM) 2706</b>
Nov 21	Thu	8:30a -11:30a 12:30p -3:30p	Basic Cataloging & SmartPort (AM) 2721 Cataloging Open Lab (PM) 2722

## December

Dec 5	Thu	8:30a -11:30a 12:30p -3:30p	Library Barcoding 101 (AM) 2723 Library Overdue Reports (PM) 2724
<b>Dec 17</b>	<b>Tue</b>	<b>9:00a -11:00a</b> <b>1:00p -3:00p</b>	<b>Library User Group (AM) 2707</b> <b>Library User Group (PM) 2708</b>

**2014**

## January

<b>Jan 14</b>	<b>Tue</b>	<b>9:00a -11:00a</b> <b>1:00p -3:00p</b>	<b>Library User Group (AM) 2709</b> <b>Library User Group (PM) 2710</b>
Jan 23	Thu	9:00a -2:00p	Advanced Cataloging 2726

## February

<b>Feb 11</b>	<b>Tue</b>	<b>1:00p -3:00p</b>	<b>Library User Group 2701</b>
Feb 27	Thu	9:00a -2:00p	Advanced Cataloging 2725

## March

<b>Mar 20</b>	<b>Thu</b>	<b>9:00a -11:00p</b> <b>1:00p -3:00p</b>	<b>Library User Group (AM) 2711</b> <b>Library User Group (PM) 2712</b>
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## April

Apr 15	Tue	8:30a -11:30a 12:30p -3:30p	Library Inventory Process (AM) 2727 Library Inventory Process (PM) 2730
Apr 29	Tue	<b>1:00p -3:00p</b>	<b>Library User Group 2702</b>

## May

May 13	Tue	8:30a -11:30a 12:30p -3:30p	Library Inventory Process (AM) 2728 Library Inventory Process (PM) 2729
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