

NEOMIN Library Services: Training Catalog & Meeting Schedule 2016-2017

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Training Descriptions

Overview for New Library 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 helpdesk).

Date:	Location:	Time:
Thursday, September 8, 2016	NEOMIN Lab	12:30 PM – 3:30 PM
Tuesday, September 27, 2016	NEOMIN Lab	12:30 PM – 3:30 PM

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:
Thursday, October 6, 2016	NEOMIN Lab	8:30 AM – 11:30 AM 12:30 PM – 3:30 PM
Thursday, November 3, 2016	NEOMIN Lab	8:30 AM – 11:30 AM 12:30 PM – 3:30 PM
Thursday, March 9, 2017	NEOMIN Lab	8:30 AM – 11:30 AM

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:
Wednesday, October 19, 2016	NEOMIN Lab	8:30 PM – 11:30 AM
Thursday, November 10, 2016	NEOMIN Lab	8:30 AM – 11:30 AM
Tuesday, January 17, 2017	NEOMIN Lab	8:30 AM – 11:30 PM

Training Descriptions

Library Barcoding 101

This workshop focuses on creating barcode reports including 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.

Date:	Location:	Time:
Wednesday, October 5, 2016	NEOMIN Lab	8:30 AM – 10:30 AM

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:
Thursday, December 8, 2016	NEOMIN Lab	8:30 AM – 11:30 AM
Wednesday, March 8, 2017	NEOMIN Lab	8:30 AM – 11:30 AM

Statistics & Collection Analysis

This workshop focuses on library circulation and cataloging statistic reports (such as Value of Collection report, Age of Collection report, New Titles report, Donated items – funding source report, Monthly Circulation Statistics report, Circulation Statistics by Grade report, Items with Highest Circulation in School Year report, and other selected reports).

Date:	Location:	Time:
Monday, April 10, 2017	NEOMIN Lab	8:30 AM – 11:30 AM
Tuesday, May 2, 2017	NEOMIN Lab	8:30 AM – 11:30 AM

FY17 NEOMIN Library Meeting Schedule

The following dates are provided for NEOMIN Library User Group meetings. Please register online if you plan to attend.

Date:	Location:	Time:
Tuesday, September 13, 2016	NEOMIN Lab	1:00 PM – 3:00 PM
Wednesday, October 12, 2016 *INFOhio iCoach – Patricia Baker	NEOMIN Lab	1:00 PM – 3:00 PM
Tuesday, November 8, 2016	NEOMIN Lab	1:00 PM – 3:00 PM
Tuesday, December 6, 2016	NEOMIN Lab	1:00 PM – 3:00 PM
Thursday, January 12, 2017	NEOMIN Lab	1:00 PM – 3:00 PM
Tuesday, February 7, 2017	NEOMIN Lab	1:00 PM – 3:00 PM
Tuesday, March 7, 2017	NEOMIN Lab	1:00 PM – 3:00 PM
Tuesday, April 4, 2017	NEOMIN Lab	1:00 PM – 3:00 PM