

NEOMIN Library Services: Training Catalog & Meeting Schedule 2015-2016

Created by Autumn Roper
Coordinator of Library Application Software, NEOMIN
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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:	Course ID:
Thursday, September 17, 2015	NEOMIN Lab	8:30 AM – 11:30 AM	3252
Thursday, October 1, 2015	NEOMIN Lab	12:30 PM – 3:30 PM	3253

<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:
Tuesday, October 6, 2015	NEOMIN Lab	8:30 AM – 11:30 AM	3254
Tuesday, November 3, 2015	NEOMIN Lab	8:30 AM – 11:30 AM 12:30 PM – 3:30 PM	3255 3256
Thursday, December 3, 2015	NEOMIN Lab	12:30 PM – 3:30 PM	3257
Friday, March 4, 2016	NEOMIN Lab	8:30 AM – 11:30 AM 12:30 AM – 3:30 PM	3258 3259

<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:
Thursday, September 17, 2015	NEOMIN Lab	12:30 PM – 3:30 PM	3260
Thursday, October 1, 2015	NEOMIN Lab	08:30 AM – 11:30 AM	3261

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

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:	Course ID:
Thursday, September 24, 2015	NEOMIN Lab	8:30 AM – 11:30 AM	3263
		12:30 PM – 3:30 PM	3264
Tuesday, October 6, 2015	NEOMIN Lab	12:30 PM – 3:30 PM	3265
Thursday, December 3, 2015	NEOMIN Lab	8:30 AM – 11:30 AM	3266

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

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:
Thursday, January 21, 2016	NEOMIN Lab	8:30 AM – 11:30 AM	3267
Thursday, May 18, 2016	NEOMIN Lab	8:30 AM – 11:30 AM	3268
		12:30 PM – 3:30 PM	3269

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

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:	Course ID:
Thursday, January 28, 2016	NEOMIN Lab	8:30 AM – 11:30 AM	3270
		12:30 PM – 3:30 PM	3271
Tuesday, April 19, 2016	NEOMIN Lab	8:30 AM – 11:30 AM	3272
		12:30 PM – 3:30 PM	3273

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

FY16 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:	Course ID:
Tuesday, September 15, 2015	NEOMIN Lab	1:00 PM – 3:00 PM	3118
Tuesday, October 20, 2015 *INFOhio iCoach – Patricia Baker	NEOMIN Lab	1:00 PM – 3:00 PM	3119
Tuesday, November 10, 2015	NEOMIN Lab	1:00 PM – 3:00 PM	3120
Tuesday, December 15, 2015	NEOMIN Lab	1:00 PM – 3:00 PM	3121
Tuesday, January 12, 2016	NEOMIN Lab	1:00 PM – 3:00 PM	3122
Thursday, February 16, 2016 *KAPCO Book Repair Workshop	Upstairs, Room AE-218	9:00 AM – 12:00 PM	3123
Tuesday, March 15, 2016	NEOMIN Lab	1:00 PM – 3:00 PM	3124
Tuesday, April 12, 2016	NEOMIN Lab	1:00 PM – 3:00 PM	3125

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