NEOMIN Library Services:
Training Catalog & Meeting Schedule
2018-2019

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This *Word Cloud* was created at http://www.wordle.com

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). NEOMIN-related procedures are covered including patron update processing, patron photo loading, vendor disk processing, and the web help desk.

Date:	Location:	Time:
Thursday, September 27, 2018	NEOMIN Lab	8:30 AM – 11:30 AM
Tuesday, October 9, 2018	NEOMIN Lab	12:30 PM – 3:30 PM

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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 25, 2018	NEOMIN Lab	8:30 AM – 11:30 AM
Thursday, November 8, 2018	NEOMIN Lab	12:30 PM – 3:30 PM

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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, 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 17, 2018	NEOMIN Lab	8:30 AM – 11:30 AM

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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 3, 2018	NEOMIN Lab	8:30 AM – 11:30 AM

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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:
Friday, November 16, 2018	NEOMIN Lab	8:30 AM – 10:30 AM
Friday, May 10, 2019	NEOMIN Lab	8:30 AM – 10:30 AM

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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:
Thursday, April 11, 2019	NEOMIN Lab	8:30 AM – 11:30 AM

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FY18 Library Meeting Schedule

Date:	Location:	Time:
Tuesday, September 25, 2018	NEOMIN Lab	8:30 AM – 10:30 AM
Tuesday, October 23, 2018	NEOMIN Lab	8:30 AM – 10:30 AM
Tuesday, November 20, 2018	NEOMIN Lab	8:30 AM – 10:30 AM
Tuesday, December 18, 2018	NEOMIN Lab	8:30 AM – 10:30 AM
Thursday, January 24, 2019	NEOMIN Lab	8:30 AM – 10:30 AM
Tuesday, February 26, 2019	NEOMIN Lab	8:30 AM – 10:30 AM
Tuesday, March 19, 2019	NEOMIN Lab	8:30 AM – 10:30 AM
Tuesday, April 16, 2019	NEOMIN Lab	8:30 AM – 10:30 AM

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