

Shared System – Training

Basic Training – Day 1

Polaris LEAP - Basic

- Login
- Library Cards
 - Quick Search box – how to search
 - Find Tool for Patrons – how to search
 - Registration – how to create new library card
 - Data entry errors to avoid (formatting issues)
 - Account Tabs (brief overview)
 - Checked Out
 - Overdue
 - Lost
 - Held
 - Notices (quick overview of what is sent)
- Check Out
 - Check out sample books
 - Renewals
- Check In
 - Bulk Check in Mode
 - Demo various check in messages (in-transit, transferred, held)
- Searching
 - Quick Search box to find titles
 - Use Bibliocommons for all other searching until you've had extended Polaris LEAP training
- Holds
 - Only train placing holds in Bibliocommons until you've had extended Polaris LEAP training
- Record Sets
 - Patron
 - Finding record sets

Library Management - Basic

- Keeping track of Library Cards
 - Scannable barcodes
 - How to order cards
 - Staff library cards/Room Cards
- Bibliocommons
 - How to search (basic)
 - How to login
 - How to place holds
- Deliveries
 - How, what, when, where

- Tote Tags
- IndyPL's call numbers
 - What do they mean, how to shelve
- Ebooks
 - Sora/Libby – how to login
- Friday Focus
- WeShare