

Shared System – Training

Extended Training – Day 2

Polaris LEAP – Extended (Part 2)

- Check Out
 - Lost
 - Claims Returned/Never Had
- Check In
 - Inventory
 - In House
 - Manage Item
 - Barcode Replacement
 - Status Update
- Patron Account
 - Dealing with Lost Charges
 - Money – who collects, where does it go
 - EAL
 - Pay
 - Waive
 - Financial History
 - Damaged Items
 - Adding charges
 - Weeding
- Searching
 - Using the Find Tool to find titles
 - Bib Records
 - Using the Find Tool to find items
 - Items Records
 - Item History
- Holds
 - Hold statuses – what do they mean
 - Request Manager
 - Placing holds in LEAP
 - Multiple holds
 - For same person
 - For same title
 - Picklists
 - Unclaimed
- Record Sets
 - Patron
 - Item
 - Weeding
 - Finding record sets

Library Management - Extended

- New Materials

- How to add new items
- Online databases
 - What they are, how to use them
- Digital Collections
- Beginning of Year/End of Year Routines
- Bibliocommons
 - Advanced Searching
 - Making lists
- Earn & Learn
- Weeding
 - Why, Where do the books go
- Teacher Professional Development
 - Teaching your staff