DALNET TRAINING DESCRIPTION AND SCHEDULE

The DALNET Training Staff would like to propose the following schedule for Horizon Training.

All training classes will be offered three (3) times each year in June, October, and February. Each session is limited to 10 participants so that each participant will be able to work along at their own workstations. A self registration database is available on the Dalnet website and is password protected and requires individual registration. Please contact the DALNET Office for the user id and password if you don't already have it.

The following classes will be given in this order:

StaffPac/WebPac (mandatory introductory class) ca 2 hours

This is a basic class in logging on, navigating, searching, and reading records in the public catalog and in staff mode. This class provides staff new to Horizon the skills necessary to evaluate their bibliographic records.

Cataloging/Authorities (one day)

Attendees will learn how to import records into their Horizon database, how to edit/manipulate bibliographic records in Horizon. How to link and edit authority records in Horizon, and how to create item records and copy records in Horizon.

Circulation (one day)

Attendees will learn how to create and edit patron records in Horizon, they will also learn how to check materials out and in and how to pay and forgive fines. Some time will also be spent learning how to generate circulation notices and where they fit on the circulation timeline.

Acquisitions (one day)

The class covers the creation of purchase orders, the online receipt of materials, and online payments.

Serials Control (one day)

This class covers the creation and maintenance of serial control records, online check in and online claiming. Participants will also learn how to delete serial records for those titles they no longer own.

System Administration (attendance at 2 of the module training sessions is a prerequisite for System Administration training) (one day)

The System Administration class introduces the student to the Table Editor and covers topics such as customizing screens for an individual library, and reviews a number of the tables which require periodic updating such as calendars, blocks, collections, locations, itypes, btypes, istats, bstats, etc. A small amount of time is spent reviewing circ notices and looking at system security.

ReportSmith Training (3 days spread over several weeks)

An introduction to the use of the ReportSmith report writer software. The installation and configuration of the software, the extraction of data, and the creation of reports are covered. In addition, the various statistical

reports available within the Administrative module of Horizon will be reviewed.

Reserve Book Room Training (about 1 day) will be offered annually in July.

This workshop introduces the user to the Reserve Book Room module. Staff will examine the implications of the use of the module and will learn how to create instructor, course, and title records. Attendees will also learn how to remove items from reserves.

New libraries will receive an overview of the tables and training in how to enter Horizon tables at the time the library begins implementation.

At this overview session, the libraries will receive an overview of the decisions which must be made in order to load their bibliographic records and to begin to circulate library materials.

The next training classes are scheduled for June, 2000. Please review the manual for the module before class. These classes will be held in Room 238 Purdy Library

6/1/00 StaffPac/WebPac
6/6/00 Cataloging/Authorities
6/15/00 Circulation
6/20/00 Acquisitions
6/27/00 Serials Control
6/29/00 System Administration

6/14 ReportSmith pt. 1
6/23 ReportSmith pt. 2
6/28 ReportSmith pt. 3

Reserve Book Training will be 7/13/00

By popular demand Cataloging Lite will be offered on 5/18/00. This is a one day session that will cover the basics of AACR2r and MARC. This class will NOT deal with the mechanics of working in Horizon but will focus on the data to be entered. This will be a workshop format and registration will be limited to 16. Students will need to bring AACR2r and a recent version of the Concise USMARC Bibliographic Format (available to download from http://lcweb.loc.gov/marc/bibliographic/ecbdhome.html). Each student should also bring 3 books with them to use in class. This class will be held in the Bernath Seminar Room, David Adamany Undergraduate Library.