

# Training News from Amigos

*Pass it on to your Colleagues!*

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## What's New in WorldCat Resource Sharing

The dust is beginning to settle. Resource sharing completed its migration to the new WorldCat Resource Sharing (WCRS) interface in June 2004. But now that WCRS has growing room, the interface is changing month by month.

Do you know about the new Request Manager search options for retrieving requests from the system? What about the ability to batch print requests as well as print mailing labels and bookstraps? These and other new features, along with the basics, are covered in our *Basics of WorldCat Resource Sharing* workshop, now at a computer lab near you (or at your desk if you choose live online).

On the management side, an extensive set of statistical reports on your resource sharing activity is now available online. Staff can store scripted conditional messages. You or your staff can learn about these and other changes in our *WorldCat Resource Sharing Administrative Functionality* workshop, now being presented throughout the Amigos region face-to-face and in live online sessions.

If you have questions about these workshops, contact Tim Prather, 1-800-843-8482 (972-851-8000 in the Dallas area), ext 2892, or [prather@amigos.org](mailto:prather@amigos.org).

## Local Holdings Maintenance: The New Kid on the Training Block

The migration of OCLC's Union List system into the Connexion interface is scheduled for February 19, 2006. This will be the end of Passport use for Union List data entry and the dawn of a new era for entering local holdings for all formats into WorldCat.

Because this will be a "hot cutover" and access to the live service will not be available to Amigos until that time, our training classes will begin after the cutover occurs. Amigos will be providing live online sessions for the new Connexion component beginning in March, with face-to-face sessions occurring throughout our April-June training schedule. Dates and times for these sessions will be announced soon.

In preparation for this change, OCLC is currently converting Local Data Records in WorldCat to the MARC21 Format for Holdings Data. Amigos members who want to learn more about this format may be interested in enrolling in the *SCCTP Serials Holdings* workshop. Amigos hopes to offer this workshop in the Phoenix area in the spring.

If you have questions about training for Local Holdings Maintenance, contact Kay Vincent, 1-800-843-8482 (972-851-8000 in the Dallas area), ext. 2888, or [vincent@amigos.org](mailto:vincent@amigos.org) or Tim Prather at Amigos, 1-800-843-8482 (972-851-8000 in the Dallas area), ext. 2892, or [prather@amigos.org](mailto:prather@amigos.org).



## New Reference Sessions Added to Free STOP & Learn Series



### Open the Door to Your Library's Collection on the Web

How can your library and collections become more visible on today's busy Internet? How does WorldCat bring your library collection closer to web searchers? What new search engine partners have joined the Open WorldCat program?

Join the STOP & Learn: *Open WorldCat* session and hear valuable news for reference services staff and library administrators about the latest services and partners of OCLC's Open WorldCat program.

### Exciting Changes Are Afoot For QuestionPoint And Virtual Reference Services

QuestionPoint is evolving! New flash chat options will help make virtual reference easier and more interactive for users and librarians. QuestionPoint and 24/7 Reference services products are now migrated and use a common platform, <http://www.questionpoint.org/support/migration/index.html>. The new chat tool will provide cross-platform accessibility for the patron and librarian side, and co-browsing capability from the 24/7 Reference service.

Learn more about increased flexibility and functions of Reference Cooperative and Reference Management services. Reference services staff and library administrators can hear more during our STOP & Learn focus on QuestionPoint and Virtual Reference.

The STOP & Learn program – STOP is an acronym for Short, Timely, Online, and Pertinent – was developed by Amigos' Continuing Education Services in 2004 as a way to provide Amigos members the latest information on OCLC programs and services.

Other topics include CONTENTdm, OCLC cataloging services, FirstSearch, and Union List. Session content is periodically updated as OCLC updates its programs and services. A complete schedule of upcoming STOP & Learn sessions is available at <http://www.amigos.org/learning/calendar/updates.php>. If you are unable to attend a live update, all sessions are recorded and available for later viewing. Live or recorded, both are free to Amigos members.

### Coming Spring 2006 to Phoenix, AZ

#### SCCTP Serials Holdings Workshop

More details will be posted at <http://www.amigos.org/learning/calendar/> as they become available.

## Preserving Digital Objects in an Uncertain Future: What is Your Institution Doing?

How will you keep all your institution's digital documents available for future use? How about digital pictures, sound, or video recordings? Deteriorating storage media, technological obsolescence, and legal issues are all factors that could make today's rich digital resources unavailable tomorrow.

Consisting of four 2-hour live online sessions, this workshop explores the nature of digital resources and hazards that can render them useless, then examines how various institutions are combating the problem. Topics include file formats, software, and hardware. Discussion of current strategies like refreshing and migration as well as possible future strategies will help you plan what your institution can do to ensure the near-term longevity of your valuable digital resources.

## Coming this Spring: Records Management

What is records management and how can it benefit your institution? This spring, Amigos will be presenting a new course designed to provide a basic introduction to the concepts that are the foundation of records management. Covering a variety of topics, this course will help you identify your records management needs, and make sure that all record-keeping requirements are met. Other topics include temporary vs. permanent records, defining records and records series, constructing an inventory, and understanding retention schedules.

Keep an eye on the spring training schedule for more information about this exciting new course!

## The Network Education Exchange Program

Amigos and fellow networks NELINET, Nylink, PALINET, and SOLINET have launched the Network Education Exchange, a cooperative training program that makes selected online courses available to the members of the five networks at member pricing.

The purpose of this new exchange program is to provide the members of each participating network with expanded opportunities to develop skills and knowledge via online training, and to provide more cost-effective services by leveraging time and resources among the networks' staff.

The five networks have agreed to provide member pricing to one another's members for selected online training programs. Students register directly with the providing network and must pay by credit card. The selected courses and descriptions are available on each network's website. Available exchange courses are listed on the Amigos live online schedule at <http://www.amigos.org/learning/calendar/index.php?format=2>.

## ***Rules and Tools for Cataloging Internet Resources Workshop*** **Scheduled for Dallas**

*Rules and Tools for Cataloging Internet Resources* provides attendees with a solid foundation in the principles and practices of online resource cataloging, using current descriptive cataloging standards (AACR2/MARC21) and practices (LCRI/CONSER/PCC). The course is designed for practicing catalogers from all types of libraries with a working knowledge of the MARC21 bibliographic format and AACR2. The course is intended to instruct attendees in understanding the concepts behind the 2002 AACR2 revisions as they relate to electronic resource cataloging; familiarize attendees with resources available to support online resource cataloging; and address specifics of cataloging and updating online integrating resources, online serials, and online monographs. This workshop will also assist attendees in having a better understanding of how record sets and machine-generated cataloging can be used to support electronic resource record processing.

**Date:** February 15-16, 2006

**Time:** 8:30 a.m. – 4:00 p.m. Central Standard Time, both days

**Location:** Amigos Library Services, Dallas, TX

**Instructors:** Debbie Montgomery and Julie Su

**Registration Fee:**

\$310 for Amigos members, \$460 for non-members. Add \$25 for registrations received after January 24, 2006.

## ***Open Source Software in Libraries Workshop*** **Scheduled for Houston Area**

According to the Open Source Initiative, “the basic idea behind open source is very simple: when programmers can read, redistribute, and modify the source code for a piece of software, the software evolves. People improve it, people adapt it, people fix bugs. And this can happen at a speed that, if one is used to the slow pace of conventional software development, seems astonishing.”

This workshop will provide structured opportunities for participants to experience how open source software can be used to implement many library-specific processes. Learn how open source software can help simplify such processes such as reading and writing MARC records, creating and maintaining databases, providing user-friendly interfaces to indexed content, hosting a World Wide Web server, and most importantly, bringing all of these processes together to providing meaningful library collections and services.

**Date:** February 17, 2006

**Time:** 9:00 a.m. – 4:00 p.m. Central Standard Time

**Location:**

North Harris Montgomery Community College  
District Libraries, The Woodlands, TX

**Instructors:** Eric Lease Morgan

**Registration Fee:**

\$275 for Amigos members, \$415 for non-members. Add \$25 for registrations received after January 26, 2006.

## **Principles of Collection Development**

Collection development is an essential part of library administration and management. This complex task requires thorough knowledge of the library’s community of users, selection aids and tools, and a variety of resources and formats. This one-day workshop will cover various aspects of collection development, including principles of intellectual freedom, conducting a community needs assessment, selection, acquisition, maintenance, weeding, and policy development. Emphasis will be placed on the needs of the small and medium-sized library.

Workshop Objectives - Participants will:

- Understand the importance of a community needs assessment
- Review a variety of library mission statements
- Become familiar with a variety of selection aids
- Become familiar with the essential components of a CD policy
- Become familiar with intellectual freedom issues

**Date:** March 8, 2006

**Time:** 9:00 a.m. – 4:00 p.m. Central Standard Time

**Location:** Central Arkansas Library System, Little Rock, AR

**Instructors:** Belinda Boon

**Registration Fee:** \$150 for Amigos Members, \$225 for non-members. Add \$25 for registrations received after February 14, 2006.

# Training Schedule

## Face-to-Face Sessions

### January - June 2006

|                 |  |                   | Early Bird<br>Registration<br>Deadline* |
|-----------------|--|-------------------|---|
| <b>January</b>  |  |                   |   |
| 24              | OCLC Connexion: Using the Client Interface             | Tulsa, OK         | 01/03/06                                |
| 24-25           | Basic Book Repair                                      | Bisbee, AZ        | 01/09/06                                |
| 25              | Basics of WorldCat Resource Sharing                    | Phoenix, AZ       | 01/03/06                                |
| 25              | MARC for Beginners                                     | Tulsa, OK         | 01/03/06                                |
| 25              | More MARC: MARC Format for Books                       | Tulsa, OK         | 01/03/06                                |
| 26              | WorldCat Resource Sharing Administrative Functionality | Phoenix, AZ       | 01/04/06                                |
| 31              | Introduction to Preservation Issues and Practices      | Las Cruces, NM    | 01/16/06                                |
| <b>February</b> |  |                   |   |
| 1               | Saving Your Family Treasures                           | Las Cruces, NM    | 01/10/06                                |
| 14-15           | Intermediate Book Repair                               | Scottsdale, AZ    | 01/23/06                                |
| 15-16           | Rules and Tools for Cataloging Internet Resources      | Dallas, TX        | 01/24/06                                |
| 17              | Open Source Software in Libraries                      | The Woodlands, TX | 01/26/06                                |
| 22              | Digital Imaging for Text-Based Collections             | Dallas, TX        | 01/31/06                                |
| 23              | Digital Imaging for Photographic Collections           | Dallas, TX        | 02/01/06                                |
| <b>March</b>    |  |                   |   |
| 1               | Basics of WorldCat Resource Sharing                    | Oklahoma City, OK | 02/07/06                                |
| 1-2             | Introduction to the Encoded Archival Description       | Dallas, TX        | 02/07/06                                |
| 2               | WorldCat Resource Sharing Administrative Functionality | Oklahoma City, OK | 02/08/06                                |
| 8               | Principles of Collection Development                   | Little Rock, AR   | 02/14/06                                |
| 28              | Preservation of Photographic Materials                 | Austin, TX        | 03/06/06                                |
| 29              | Preservation of Audiovisual Materials                  | Austin, TX        | 03/07/06                                |
| <b>April</b>    |  |                   |   |
| 11-12           | Emergency Preparedness, Response, and Recovery         | Santa Fe, NM      | 03/20/06                                |
| 13              | Grant Proposal Writing                                 | Albuquerque, NM   | 03/22/06                                |
| 25-26           | Basic Book Repair                                      | Roswell, NM       | 04/03/06                                |
| <b>May</b>      |  |                   |   |
| 16-17           | Basic Book Repair                                      | Austin, TX        | 04/24/06                                |
| 23-24           | Basic Book Repair                                      | Albuquerque, NM   | 05/01/06                                |
| 30              | Basics of WorldCat Resource Sharing                    | Albuquerque, NM   | 05/08/06                                |
| 31              | WorldCat Resource Sharing Administrative Functionality | Albuquerque, NM   | 05/09/06                                |
| <b>June</b>     |  |                   |   |
| 1-2             | Emergency Preparedness, Response, and Recovery         | Lubbock, TX       | 05/10/06                                |
| 20              | Introduction to Preservation Issues and Practices      | Oklahoma City, OK | 05/30/06                                |
| 21              | Saving Your Family Treasures                           | Oklahoma City, OK | 05/30/06                                |

\* Early Bird Deadline - A \$25 late fee applies to registrations received after the Early Bird registration deadline. At the time of this publication, registrations were still being accepted even though the Early Bird deadline may have passed. Check the Amigos website for up-to-date information.

Visit <http://www.amigos.org/learning/calendar/> for new and exciting training opportunities.





## Live Online Schedule January - March 2006

| Date         | Course  | Time Each Day<br>(Central time) | Early Bird<br>Registration<br>Deadline* |
|--------------|---|---------------------------------|---|
| Jan 4-5      | Business Information on the Internet  | 3:00 p.m. - 5:00 p.m.           | -                                       |
| Jan 4-5      | Ready Reference and More on the Internet                                    | 11:00 a.m. - 1:00 p.m.          | -                                       |
| Jan 5-6      | Developing High Impact Surveys  | 10:00 a.m. - 12:00 Noon         | -                                       |
| Jan 9        | STOP & Learn: Open WorldCat Update  | 10:30 a.m. - 11:30 a.m.         | -                                       |
| Jan 10       | STOP & Learn: Union List Migration (for Arizona)                            | 3:30 p.m. - 4:30 p.m.           | -                                       |
| Jan 10-12    | OCLC Connexion - Using the Browser Interface                                | 1:30 p.m. - 3:00 p.m.           | -                                       |
| Jan 10-13    | Preserving Digital Objects in an Uncertain Future                           | 10:00 a.m. - 12:00 Noon         | -                                       |
| Jan 10-13    | Web Publishing: The Basics  | 10:00 a.m. - 12:00 Noon         | -                                       |
| Jan 16       | STOP & Learn: Union List Migration  | 10:30 a.m. - 11:30 a.m.         | -                                       |
| Jan 16-19    | Basics of WorldCat Resource Sharing   | 1:00 p.m. - 2:30 p.m.           | -                                       |
| Jan 17-26    | EAD2HTML: Transforming Your Finding Aids with XSL**                         | 10:00 a.m. - 12:00 Noon         | 01/09/06                                |
| Jan 23       | STOP & Learn: CONTENTdm Update  | 10:30 a.m. - 12:00 Noon         | -                                       |
| Jan 25       | Tech Topics: Blogs  | 10:00 a.m. - 12:00 Noon         | -                                       |
| Jan 26-27    | Evaluating the Internet   | 3:00 p.m. - 5:00 p.m.           | -                                       |
| Jan 26-27    | Science/Math Resources on the Internet                                      | 11:00 a.m. - 1:00 p.m.          | 01/23/06                                |
| Jan 30-31    | Kid's Stuff on the Web  | 3:00 p.m. - 5:00 p.m.           | 01/25/06                                |
| Jan 31       | Using CatExpress for Easy Copy Cataloging                                   | 1:30 p.m. - 3:00 p.m.           | 01/09/06                                |
| Jan 31-Feb 1 | Legal Information on the Internet   | 9:00 a.m. - 11:00 a.m.          | 01/25/06                                |
| Feb 1-2      | More MARC: MARC Format for Books  | 10:30 a.m. - 12:00 Noon         | 01/10/06                                |
| Feb 6        | STOP & Learn: OCLC Cataloging Services                                      | 10:30 a.m. - 11:30 a.m.         | -                                       |
| Feb 6-9      | Metadata for Digitized Resources  | 2:00 p.m. - 4:00 p.m.           | 01/16/06                                |
| Feb 7-9      | OCLC Connexion: Using the Client Interface                                  | 9:30 a.m. - 11:00 a.m.          | 01/16/06                                |
| Feb 9        | Tech Topics: RSS  | 10:00 a.m. - 12:00 Noon         | 01/18/06                                |
| Feb 9-10     | Dublin Core: Issues and Applications  | 10:00 a.m. - 12:00 Noon         | 01/26/06                                |
| Feb 16-17    | Business Information on the Internet  | 1:00 p.m. - 3:00 p.m.           | 01/25/06                                |
| Feb 16-17    | Ready Reference and More on the Internet                                    | 9:00 a.m. - 11:00 a.m.          | 01/25/06                                |
| Feb 20       | STOP & Learn: Union List Migration  | 10:30 a.m. - 11:30 a.m.         | -                                       |
| Feb 21-23    | WorldCat Reference Sharing Administrative Functionality                     | 10:00 a.m. - 12:00 Noon         | 01/30/06                                |
| Feb 23       | Tech Topics: Instant Messaging  | 10:00 a.m. - 12:00 Noon         | 02/01/06                                |
| Mar 2-3      | Kid's Stuff on the Web  | 1:00 p.m. - 3:00 p.m.           | 02/08/06                                |
| Mar 2-3      | Legal Information on the Internet   | 9:00 a.m. - 11:00 a.m.          | 02/08/06                                |
| Mar 6        | STOP & Learn: QuestionPoint   | 10:30 a.m. - 11:30 a.m.         | -                                       |
| Mar 7        | Using CatExpress for Easy Copy Cataloging                                   | 1:30 p.m. - 3:00 p.m.           | 02/13/06                                |
| Mar 7-8      | OCLC Connexion - Using Batch Processes to Increase<br>Cataloging Efficiency | 9:30 a.m. - 11:00 a.m.          | 02/13/06                                |
| Mar 7-16     | TEI2HTML: Transforming Your Electronic Texts with XSL**                     | 10:00 a.m. - 12:00 Noon         | 02/13/06                                |
| Mar 16-17    | Science/Math Resources on the Internet                                      | 3:00 p.m. - 5:00 p.m.           | 02/22/06                                |
| Mar 16-17    | Searching the Internet  | 11:00 a.m. - 1:00 p.m.          | 02/22/06                                |
| Mar 20       | STOP & Learn: CONTENTdm Update  | 10:30 a.m. - 12:00 Noon         | -                                       |
| Mar 24       | Tech Topics: Wikis  | 10:00 a.m. - 12:00 Noon         | 03/02/06                                |
| Mar 27-29    | OCLC FirstSearch: Elements of Searching                                     | 1:00 p.m. - 3:00 p.m.           | 03/06/06                                |

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\*\* **Meets twice per week.**

For details, technical requirements, a current live online training schedule, and registration information, visit our website, <http://www.amigos.org/learning/calendar/index.php?format=2>.