



Agenda for Cataloger's Training Session May 13, 2014

1. Welcome – Enjoy the music until the meeting starts. If you do not hear any music, please follow these tips:

After entering the meeting room, you'll want to run the Audio Set-Up Wizard. At the top of the page, click on "Meetings" and then "Audio Set-Up" wizard. Follow the prompts, but skip the prompt that asks you to "Test Silence".

- Click on the sound icon at the top of the screen to adjust your volume.*
- Click on the microphone icon at the top of the screen to connect to audio, you can then mute your microphone or adjust your microphone volume.*

QUESTIONS FOR THOSE THAT WATCH THE RECORDING of the meeting (not the live show):

- a. True or False – When searching for a bibliographic record to attach the library's new item to, I should limit to just the library's holdings.
- b. True or False – I can search by who created the Bibliographic record.

Include your answer when you submit the Continuing Education form from the SHARE website

2. Update on SHARE
 - a. Growing SHARE Grant - Barcoding Teams and Buddies
 - b. Staffing Update
 - c. SHARE Bibliographic and Cataloging Standards Committee – Bobbi Perryman
3. Please ask questions in the chat area – IHLS staff will monitor chat and ensure the speaker sees questions.
4. Searching and Matching – Searching for Bibliographic records -- basics for what fields to match on – Shelley Stone
5. Item records – Creation, different views, call number fields, note fields -- Edie Elliott
6. Item templates – Why to use and Creation -- Edie Elliott
7. Searching item records - Joan Bauer
8. Item records – editing, deleting, Withdraw vs Deleting – In Deleted Status –Joan Bauer
9. Record sets and bulk changes, and Ad Hoc – Joan Bauer
10. Next Cataloger's Training Session is June 24. Will include review dates (what date do I use?), and Periodicals. Any other suggestions – please let us know!