

OWU T.S. Camp Core Competencies (Part I)

June 19, 2002, 10:00 to 12:15

AV 27

10:00 – 10:10 Introduction (Xudong)

10:10 – 10:50 Access Competencies (Carol)

1. Connect to OhioLINK Central
 - a) by passing up a search in text-based mode
 - b) by passing up a search in the WebOPAC
 - c) by logging in via the OhioLINK website
2. Disconnect from sessions in #1
3. Access titles in Electronic Journal Center
4. Access OhioLINK databases
5. Access materials in Digital Media Center
6. Access policy and training materials on the OhioLINK website

10:50 – 11:05 Acquisitions Basic (Barbara)

Life of an OWU order

1. Current order formats
2. Funding basics
3. Necessary book information to order
4. Processing order cards
5. Introduction to our Vendors
6. Receiving books and processing invoices
7. Special orders and circumstances

11:05 – 11:45 INNOPAC User Manual (Judy)

1. III Manual
 - a.) location of III Manual
 - b.) your CONSORT initials and password
2. INN-Reach
 - a.) what it is
3. Innopac User Manual
 - a.) +

- b.) pick
 - c.) double click
- 4. Searching
 - a.) methods of searching
 - b.) bookmarking
- 5. Printing

11:45 - 12:15 GOBI Edition 2 (Xudong)

1. General functions
2. Options → Templates
3. Folder
4. Search
5. Put to Select Cart or
6. Put to order cart
7. Orders
8. Export (not available yet)
9. FTP (not available yet)
10. Report (not available yet)