

## Proposed Spydus Group Training for 2004

**Session:** **Advanced Web Searching**  
**Duration:** 2 Hours  
**Suitable for:** Libraries using Spydus version 6.5.0 and later. Suitable for staff at all levels who wish to improve their searching skills.  
**Content:** Advanced searching techniques for both the OPAC and staff web views. Browse vs keyword searching, Boolean searching, sorting and refining searches and call number/classification searching. Also covers borrower enquiry options, reserving multiple BRNs and saved lists.

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**Session:** **Web OPAC commissioning**  
**Duration:** 1 day  
**Suitable for:** Library staff at system supervisor level who wish to customise their Spydus web pages.  
**Content:** A discussion of which pages can be managed by customers. Adding links to the Spydus home page. Adding Spydus features to your existing web pages. Adding features such as records per page and default sorting. Managing Spydus gifs and style sheets. Adding links to canned searches.

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**Session:** **Acquisitions workshop 1: Workflows**  
**Duration:** 1 day  
**Suitable for:** Libraries using Spydus version 6.5.0 and later, who wish to review their Acquisitions workflows.  
**Content:** An analysis of current workflows for creating orders, checking in and invoicing. Discussion of workflow options, with a view to establishing the best use of Spydus for your library's needs. Participants are requested to bring example orders and invoices for practice.

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**Session:** **Acquisitions workshop 2: Features**  
**Duration:** 1 day  
**Suitable for:** Libraries using Spydus version 6.5.0 and later, who wish to revisit advanced Acquisitions features.  
**Content:** Advanced search functions. Funds management, including end of year fund rollover. Setting up new order types. Managing blanket orders, non-bibliographic orders, donations and standing orders. Using Table Manager. Bulk orders from Marc records. Reporting and financial management – extracting the information you need. The last ½ hour of the session will be an open Q&A forum, so participants are requested to bring along any specific queries they might have.

**Session:** **Reports**  
**Duration:** 1 day  
**Suitable for:** Libraries wanting a full picture of which statistics reports can be generated from Spydus and the various methods of obtaining statistics. Some knowledge of TCL is assumed. .  
**Content:** Using the web for statistics and reports. Which reports are still generated from Wintegrate. Acquisitions and Requests reports, using Excel. Using TCL queries for statistics. Methods of saving and converting report data.  
**NB.** If your library intends to upgrade to Version 8.x in the near future, this course will be superseded by Crystal Reports training.

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**Session:** **Circulation Supervisor**  
**Duration:** 1 day  
**Suitable for:** Library staff at system supervisor level who wish to review their loan policies and circulation parameters.  
**Content:** Creating and amending loan policies. Creating and amending borrower categories and collection codes. General circulation parameters, copy statuses and amending notice text. Stocktake and stock rotation.

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**Session:** **System Supervisor Refresher**  
**Duration:** 1 day  
**Suitable for:** Library staff at system supervisor level who need to refresh their database management skills.  
**Content:** Which functions should be run regularly to maintain your database? Managing housekeeping. Adding reports to housekeeping. Annual and semi-annual maintenance tasks. Database verification and maintenance reports and fixes.

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**Session:** **Serials Refresher**  
**Duration:** 1 day  
**Suitable for:** Libraries using Spydus version 6.5.0 and later, who want to refresh their serials check in and maintenance skills.  
**Content:** Discussion of workflows available. Adding issues to serials without orders. Adding supplements, indexes and special issues. Cataloguing individual issues separately. Managing donated serials. Ideas for managing bound volumes. Holdings and retention statements.

**Please contact your Account Manager with expressions of interest.**

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