

April 20, 2000

**MEMORANDUM:**

**TO:** LRC Directors  
Community College Libraries in North Carolina (CCLINC) Consortium Member

**FROM:** Ruth Bryan  
Library Resources

**SUBJECT:** SIRSI Unicorn Academe Training

Attached is a schedule and brief description of the **Train-the-Trainer** classes for the Unicorn Academe library software modules. According to the Request for Proposal, vendors were asked to include in the implementation costs training for 2 people from each college in each of the modules (Cataloging/Authority, Circulation/Request, Academic Reserve, Acquisitions, Serials, and Materials Booking). Please review the attached training schedule, select the one training class for each module you wish for two staff members to attend, and list beside the selected training class the names of the staff members that will be attending. The same two staff members do not have to attend the training classes for all the modules. The attending staff members should have responsibility within your library for the function on which they will be trained. They will be expected to train other staff members in the module functions prior to bringing the system live in July.

Registration will be taken on a first come basis. Each class size will be limited to 10 seats per site. If the class you selected is not available, you will be contacted about an alternate site. Every effort will be made to place you in the training session you desire and to minimize travel expenses and time away from work.

If you do not plan to implement a specific module, you do not have to participate in the training for that function. Expenses related to future training beyond the time of implementation will be the responsibility of the colleges.

If you have other staff members that you wish to receive additional training, on a separate sheet of paper list the training desired and the names of all the staff members you wish to receive training. This information will be shared with SIRSI and the CCLINC Training Committee so that they may schedule additional training sessions after the migration is completed and the system is fully functioning.

CCLINC College \_\_\_\_\_

SIRSI has taken into consideration the amount of training that has to be completed within the next few months. The attached training schedule has been developed in response to these needs. We realize the July 10-14 training schedule conflicts with the Distance Learning conference. Because our implementation time is limited and SIRSI has other migration projects as well as ours, their trainers will not be available to reschedule these training sessions until September or October. If we do not fill the July classes and have to cancel the training, the classes will be rescheduled for sometime in the fall.

Please complete your registration by April 28, 2000, and return it to [bryanr@ncccs.cc.nc.us](mailto:bryanr@ncccs.cc.nc.us) **OR** fax it to Ruth at (919) 733-0680 **OR** mail it to

Ruth Bryan  
Library Resources  
5011 Mail Service Center  
Raleigh, NC 27699-5011

If you have questions or need additional information, please contact me at [bryanr@ncccs.cc.nc.us](mailto:bryanr@ncccs.cc.nc.us) **OR** (919) 733-7051 ext. 633.

Attachments

cc: President, CCLINC Colleges

S00-020

## **SIRSI Train-the-Trainer Class Descriptions**

**SEARCHING is a prerequisite for all Unicorn Academe training.** Each staff member attending a class must attend one of the half day Searching training classes.

**Searching \*\*\* PREREQUISITE FOR ALL UNICORN TRAINING\*\*\*** (One-half day of training)

Teaches how to navigate the WorkFlows client and how to search using WorkFlows and WebCat, the online OPAC.

**Cataloging/Authority** (2 days of training)

**Covers the creation, editing, duplication, and removal of bibliographic records. Authority training covers the maintenance of an authority file and its impact on the OPAC and cataloging.**

**Circulation/Request** (2 days of training)

**Covers charging, discharging, bills, fines, holds, patron file management, and notice generation. Request training covers in detail the management of patron requests such as holds, purchases, ILLs, and suggestions.**

**Academic Reserves** (1/2 day of training)

**Covers creation and maintenance of reserves and policies that are used by the module.**

**Acquisitions** (2 days of training)

**Covers creation and management of databases of vendors and funds (library budgets); creating firm, standing and subscription orders; receiving orders; recording invoices; paying; processing received materials; claiming; canceling orders; and reports. (NOTE: This course covers the ordering and paying of all types of orders, including subscription and standing orders. Receiving and claiming serial issues are covered in the Serials class.)**

**Serials** (1 day of training)

**Covers creation and maintenance of a database of vendors; creating control records for the purpose of predictive checkin; receiving serial issues; working with irregulars, supplements and special issues; claiming serial issues; Unicorn's automatic creation and maintenance of MARC holdings records; and reports. (NOTE: Ordering and paying for subscriptions, standing orders, memberships, etc. is covered in the Acquisitions class.)**

**Materials Booking** (One-half day of training)

**Covers the creation and maintenance of materials booking items and policies that are used by the module.**

**Reports** (1/2 day of training)

**This session covers the scheduling and running of a variety of reports.**

<b>SIRSI UNICORN ACADEME: Train-the-Trainer Classes</b>					
<b>Date</b>	<b>Module</b>	<b>Location</b>	<b>Morning</b>	<b>Afternoon</b>	<b>Names of Participants (In Priority Order)</b>
<b>Week 1: Mav 15-19, 2000. 9:00 a.m. - 4:00 p.m.</b>					
15-May	Cataloging	Pitt	Searching	Cataloging, pt. 1	
16-May		Pitt	Cataloging, pt. 2	Authority	
15-May	Cataloging	Central Carolina	Searching	Cataloging, pt. 1	
16-May		Central Carolina	Cataloging, pt. 2	Authority	
15-May	Cataloging	Haywood	Searching	Cataloging, pt. 1	
16-May		Haywood	Cataloging, pt. 2	Authority	
17-May	Cataloging	Pitt	Searching	Cataloging, pt. 1	
18-May		Pitt	Cataloging, pt. 2	Authority	
17-May	Cataloging	Central Carolina	Searching	Cataloging, pt. 1	
18-May		Central Carolina	Cataloging, pt. 2	Authority	
17-May	Cataloging	Haywood	Searching	Cataloging, pt. 1	
18-May		Haywood	Cataloging, pt. 2	Authority	
19-May	Academic Reserves	Pitt	Searching	Academic Reserves	
19-May	Academic Reserves	Central Carolina	Searching	Academic Reserves	
19-May	Academic Reserves	Haywood	Searching	Academic Reserves	
<b>Week 2: Mav 22-26, 2000. 9:00 a.m. - 4:00 p.m.</b>					
22-May	Cataloging	Beaufort	Searching	Cataloging, pt. 1	
23-May		Beaufort	Cataloging, pt. 2	Authority	
22-May	Cataloging	System Office	Searching	Cataloging, pt. 1	
23-May		System Office	Cataloging, pt. 2	Authority	LRS Staff
22-May	Cataloging	Cleveland?	Searching	Cataloging, pt. 1	
23-May		Cleveland?	Cataloging, pt. 2	Authority	
24-May	Academic Reserves	Beaufort	Searching	Academic Reserves	
24-May		System Office	Searching	Academic Reserves	
24-May		Cleveland?	Searching	Academic Reserves	
25-May	Academic Reserves	Beaufort	Searching	Academic Reserves	
25-May	Academic Reserves	System Office	Searching	Academic Reserves	
25-May	Academic Reserves	Cleveland?	Searching	Academic Reserves	
26-May	Materials Booking	Beaufort	Searching	Materials Booking	
26-May	Materials Booking	System Office	Searching	Materials Booking	
26-May	Materials Booking	Cleveland?	Searching	Materials Booking	

<b>Week 3: June 5-9, 2000. 9:00 a.m. - 4:00 p.m.</b>					
05-Jun	Circulation	Coastal Carolina	Searching	Circulation, pt. 1	
06-Jun		Coastal Carolina	Circulation, pt. 2	Circulation Reports	
05-Jun	Circulation	Fayetteville	Searching	Circulation, pt. 1	
06-Jun		Fayetteville	Circulation, pt. 2	Circulation Reports	
05-Jun	Circulation	Gaston	Searching	Circulation, pt. 1	
06-Jun		Gaston	Circulation, pt. 2	Circulation Reports	
07-Jun	Circulation	Coastal Carolina	Searching	Circulation, pt. 1	
08-Jun		Coastal Carolina	Circulation, pt. 2	Circulation Reports	
07-Jun	Circulation	Fayetteville	Searching	Circulation, pt. 1	
08-Jun		Fayetteville	Circulation, pt. 2	Circulation Reports	
07-Jun	Circulation	Gaston	Searching	Circulation, pt. 1	
08-Jun		Gaston	Circulation, pt. 2	Circulation Reports	
09-Jun	Materials Booking	Coastal Carolina	Searching	Materials Booking	
09-Jun	Materials Booking	Fayetteville	Searching	Materials Booking	
09-Jun	Materials Booking	Gaston	Searching	Materials Booking	
<b>Week 4: June 12-16, 2000. 9:00 a.m. - 4:00 p.m.</b>					
12-Jun	Circulation	Edgecombe/Tar	Searching	Circulation, pt. 1	
13-Jun		Edgecombe/Tar	Circulation, pt. 2	Circulation Reports	
12-Jun	Circulation	Central Carolina	Searching	Circulation, pt. 1	
13-Jun		Central Carolina	Circulation, pt. 2	Circulation Reports	
12-Jun	Circulation	Haywood	Searching	Circulation, pt. 1	
13-Jun		Haywood	Circulation, pt. 2	Circulation Reports	
14-Jun	Materials Booking	Edgecombe/Tar	Searching	Materials Booking	
14-Jun	Materials Booking	Haywood	Searching	Materials Booking	
14-Jun	Acquisitions	Central Carolina	Acquisitions, pt. 1	Acquisitions, pt. 2	<i>(For current acquisitions users only)</i>
15-Jun	Acquisitions	Central Carolina	Acquisitions, pt. 3	Acquisitions, pt. 4	
15-Jun	Serials	Edgecombe/Tar	Serials, pt. 1	Serials, pt. 2	<i>(For current serials users only)</i>
15-Jun	Materials Booking	Haywood	Searching	Materials Booking	
16-Jun	Acq/Serials Prerequisite	Edgecombe/Tar A.M.	Searching		
		Edgecombe/Tar P.M.		Searching	
		Central Carolina A.M.	Searching		
		Central Carolina P.M.		Searching	
		Haywood A.M.	Searching		
		Haywood P.M.		Searching	

<b>Week 5: Julv 10-14. 2000. 9:00 a.m. - 4:00 p.m.</b>					
10-Jul	Circulation	Coastal Carolina	Circ Reports	Tech Serv Reports	
		Sandhills	Circ Reports	Tech Serv Reports	
		Cleveland?	Circ Reports	Tech Serv Reports	
11-Jul	Acquisitions	Coastal Carolina	Acquisitions, pt. 1	Acquisitions, pt 2	
12-Jul		Coastal Carolina	Acquisitions,pt. 3	Acquisitions, pt. 4	
11-Jul	Acquisitions	Sandhills	Acquisitions, pt. 1	Acquisitions, pt 2	
12-Jul		Sandhills	Acquisitions,pt. 3	Acquisitions, pt. 4	
11-Jul	Acquisitions	Cleveland?	Acquisitions, pt. 1	Acquisitions, pt 2	
12-Jul		Cleveland?	Acquisitions,pt. 3	Acquisitions, pt. 4	
13-Jul	Acquisitions	Coastal Carolina	Acquisitions, pt. 1	Acquisitions, pt 2	
14-Jul		Coastal Carolina	Acquisitions,pt. 3	Acquisitions, pt. 4	
13-Jul	Acquisitions	Sandhills	Acquisitions, pt. 1	Acquisitions, pt 2	
14-Jul		Sandhills	Acquisitions,pt. 3	Acquisitions, pt. 4	
13-Jul	Acquisitions	Cleveland?	Acquisitions, pt. 1	Acquisitions, pt 2	
14-Jul		Cleveland?	Acquisitions,pt. 3	Acquisitions, pt. 4	
<b>Week 6: Julv 17-21. 2000. 9:00 a.m. - 4:00 p.m.</b>					
17-Jul	Materials Booking	Pitt	Searching	Materials Booking	
18-Jul	Materials Booking	Pitt	Searching	Materials Booking	
17-Jul	Acquisitions	System Office	Acquisitions, pt. 1	Acquisitions, pt 2	
18-Jul		System Office	Acquisitions,pt. 3	Acquisitions, pt. 4	LRS Staff
17-Jul	Acquisitions	Gaston	Acquisitions, pt. 1	Acquisitions, pt 2	
18-Jul		Gaston	Acquisitions,pt. 3	Acquisitions, pt. 4	
19-Jul	Materials Booking	Pitt	Searching	Materials Booking	
19-Jul	Serials	System Office	Serials, pt. 1	Serials, pt. 2	
19-Jul	Serials	Gaston	Serials, pt. 1	Serials, pt. 2	
20-Jul	Serials	Pitt	Serials, pt. 1	Serials, pt. 2	
20-Jul	Serials	System Office	Serials, pt. 1	Serials, pt. 2	
20-Jul	Serials	Gaston	Serials, pt. 1	Serials, pt. 2	
21-Jul	Serials	Pitt	Serials, pt. 1	Serials, pt. 2	
21-Jul	Serials	System Office	Serials, pt. 1	Serials, pt. 2	
21-Jul	Serials	Gaston	Serials, pt. 1	Serials, pt. 2	