

Onsite Staff Training for BiblioCore

Estimated date: late November or early December

Cost: \$4,500

Per BiblioCommons:

“Onsite training kicks off the Staff Preview period by introducing a large number of staff to the catalog. Your implementation manager will coordinate your staff preview to coincide with available onsite training dates so that your staff can hit the ground running. Staff Preview lasts about 4-5 weeks and gives your library time to create content, get comfortable with the catalog, and train staff who are not able to attend onsite training.

When?

Choose two consecutive weekdays where a large number of staff are likely to be available.

A typical training day will consist of a morning session, usually from 9-noon, and an afternoon session following a lunch break.

Who should we invite?

Each session can accommodate 25-40 staff.

You'll want to invite a diverse group of staff, across branches, departments, and levels of seniority.

If devices are limited, focus on inviting key staff, and then send a Bring Your Own Device open invite for other interested attendees.

Many libraries will use an intranet form to monitor registration. As we send follow-up materials, it's helpful to have a field for email address that you can forward to the training specialist after onsite training.

Where?

Choose a central location with either a computer lab or large meeting room, if you're using portable devices. You can also hold trainings at different locations on each day.

This room will need a podium, projector, screen, and a way to connect this to a laptop at the front of the room.

If you have a wearable microphone, or one attached to the podium, this can be helpful for attendees who may have difficulty hearing, especially if the training room is large.

What do we need?

As the training is hands on, all staff should have access to a device. This enables staff to follow along during training demos and participate during formal activities.

We recommend having a member from the project team present during trainings to answer any staff questions about cataloguing, ILS functionality, and implementation plans.

BiblioCommons will provide some swag to hand out to attendees! We'll ship this out to arrive at your library before training.

[Onsite Training Sessions](#)

Onsite training comprises four three-hour sessions over two days: three general overviews, and then an additional readers' advisory workshop for staff listmakers.

[Using BiblioCore to Assist Patrons](#)

This training is aimed at frontline staff, and lasts 2.5-3 hours with a break halfway, and 2-3 activity breaks. This training covers registering an account, Search, navigating the title record, borrowing and account functionality, and a brief overview of lists, shelves, and best practices for adding content. We'll also cover privacy and reporting, and preparing for launch.

[Inspiring Readers with BiblioCore](#)

This session is a hands-on workshop geared at inspiring designated staff listmakers to create lists and other content for your catalog. This workshop focuses more on best practices than product knowledge, so all attendees should attend a general training as well.

[Staff Accounts and Readers' Advisory](#)

As staff content is highlighted on your catalog, having a strong Readers' Advisory strategy during staff launch is a great way to bring your staff's personality into your online library."