

**ILLIAD TRAINING HOSTED BY SENYLRC, JULY – OCTOBER 2009**

*Please check the classes that staff from your library would like to attend.*

**Library Name:**

**Contact Name:**

**Email address:**

<b>ILLiad Class (For full class descriptions go to <a href="https://www.atlas-sys.com/training/atlasevents.dll?do=1">https://www.atlas-sys.com/training/atlasevents.dll?do=1</a> )</b>	<b>Date and Time</b>	<b>✓</b>	<b># of people to attend</b>
<p><b>OCLC ILLiad Administrator – This class is offered via pre-recorded video.</b></p> <p>This class is designed for the individual(s) at non-hosted sites who are in charge of implementing and maintaining the OCLC ILLiad system. The training focus is on instilling a deeper understanding of the various components of ILLiad and how they interact. This includes discussion on the SQL server functionality, as well as, internal ILLiad software functionality. In addition, attendees will learn about the various options available when customizing ILLiad and how to implement these customizations. We will also discuss preparation for the ILLiad 8 release expected later this year.</p>	<p>Broken into 3 sessions:</p> <p>June 30, 2009 1:30 PM - 4:30 PM</p> <p>July 1, 2009 1:30 PM - 4:30 PM</p> <p>July 2, 2009 1:30 PM - 4:30 PM</p>		
<p><b>Customizing OCLC ILLiad</b></p> <p>This class focuses on how to make customizations to the various components of the OCLC ILLiad system. This includes both physical changes to web pages, templates, and emails as well as changes to the system features via the Customization Manager.</p>	<p>Broken into 3 sessions:</p> <p>July 14, 2009 2:00 PM - 3:30 PM</p> <p>July 15, 2009 2:00 PM - 3:30 PM</p> <p>July 16, 2009 2:00 PM - 3:30 PM</p>		
<p><b>Ares Copyright Processing: Ares Licensees Only</b></p> <p>New Ares class! Atlas Systems and Copyright Clearance Center (CCC) are teaming up to offer Ares Copyright Processing. This brand new 2 session live online class focuses on electronic reserves copyright compliance and how to process copyright in the Ares system.</p>	<p>Broken into 2 sessions:</p> <p>July 21, 2009 2:00 PM - 3:30 PM</p> <p>July 22, 2009 2:00 PM - 3:30 PM</p>		

*Return form to:*

ILLiad Training  
Southeastern NY Library Resources Council  
21 S. Elting Corners Rd.  
Highland, NY 12528

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<p><b>Maximum ILLiad: OpenURL and RSS</b></p> <p>This 2 hour quick course provides an overview of how both OpenURL and RSS work in ILLiad. Explore the nuts and bolts of how each are implemented and see how they can help you serve your patrons more efficiently. OpenURL allows the ILL customer to request items found in various library databases directly through ILLiad, without having to re-key any of the request information. RSS provides an additional channel for communicating notifications and alerts to customers outside of the ILLiad web interface.</p>	<p>July 23, 2009 2:00 PM - 4:00 PM</p>		
<p><b>OCLC and ILLiad: Maximize the Connection</b></p> <p>Atlas and Nylink are teaming up to offer OCLC and ILLiad: Maximize the Connection. This brand new 3 session online class focuses on how ILLiad and OCLC WorldCat Resource Sharing (WRS) interact. Attend this workshop and learn how to take advantage of the best WRS features from within your ILLiad system. Instructors are Jonathan Penn from Nylink and Stephanie Spires from Atlas Systems. Day 1: Overview of the OCLC Resource Sharing system and review of the basic OCLC ILL cycle, ILLiad Connection Manager and OCLC WRS, OCLC Constant Data for ILLiad Sites, Policies Directory and ILLiad, and IFM and ILLiad. Day 2: Creating Effective Custom Holdings. Day 3: Unmediated ILL through OCLC Direct Request and ILLiad.</p>	<p>Broken into 3 sessions:</p> <p>August 11, 2009 2:00 PM - approx 4 PM</p> <p>August 12, 2009 2:00 PM - approx 4 PM</p> <p>August 13, 2009 2:00 PM - approx 4 PM</p>		
<p><b>ILLiad 8: Navigate the Client</b></p> <p>In this 90 minute online quick course you will learn how to navigate and efficiently use the main components in the ILLiad 8 client such as: Quick Access Toolbar, The Tab Bar, The Ribbon, The Status Bar, The Requests Group, The Report Group and The System Group. We will demonstrate functionality for each client component and discuss any available customizations.</p>	<p>September 22, 2009 1:00 PM - 2:30 PM</p>		
<p><b>ILLiad 8: Managing Client Customizable Layouts</b></p> <p>In this new 90 minute online quick course you will learn how to implement and manage one of the most exciting new features in the ILLiad 8 client. Staff may customize the layout of the home page, grids and other forms within the client. The Customization form is used throughout the ILLiad client as a means to rearrange information for easy viewing. Each staff user of the client can modify the layout by expanding and contracting various screens of the client, move screens, and rename field labels to more appropriate terms. Students could have customized layouts that only show those areas of the home page and/or form that pertain to them. Administrators can give more real estate to the reports or system information. At any time, staff can always choose to restore the default layout. Customizations are automatically saved for individual users, and can also be saved to a file, shared and adapted by other users.</p>	<p>September 23, 2009 1:00 PM - 2:30 PM</p>		

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<p><b>ILLiad 8: Super Printing and Easy Emailing</b></p> <p>In this 90 minute online quick course, learn about the improved print and email processes offered in ILLiad 8. Printing within the ILLiad 8 client still uses the Microsoft Word templates, allowing staff to easily customize printouts. However, ILLiad 8 uses Microsoft Excel as the data files to merge with the Word templates, versus the .dbf files used in ILLiad 7.4 and earlier versions. These Excel files can contain multiple sheets with different types of exported data for the mail merge. Email templates that were previously stored in text files will now be stored in the ILLiad 8 database. This ensures that key customizations are saved with the database and that all staff are using the appropriate templates.</p>	<p>September 24, 2009 1:00 PM - 2:30 PM</p>		
<p><b>Introduction to ILLiad (taught with Version 8)</b></p> <p>Learn the basics of OCLC ILLiad Borrowing, Lending and Document Delivery modules using version 8. <b><i>This is intended for staff new to ILLiad or staff needing a refresher.</i></b> Also included will be an overview of ILLiad Administrative tools, web page customization, reporting options. Between session hands-on exercises included. This class is taught in three live online sessions of approximately 90 minutes to 2 hours in length.</p> <p><b>**This is a regular Introduction to ILLiad class taught with version 8. This class does not focus on ILLiad 8 changes only.</b></p>	<p>Broken into 3 sessions:</p> <p>September 29, 2009 1:00 PM - 2:30 PM</p> <p>September 30, 2009 1:00 PM to 2:30 PM</p> <p>October 1, 2009 1:00 PM to 2:30 PM</p>		
<p><b>ILLiad 8: Searching and Exporting Data</b></p> <p>ILLiad 8 has options for searching and exporting data without the need for the ODBC link or Microsoft Access expertise. Come to this 90 minute online session to learn how to take advantage of the more intuitive version 8 client regular and custom search screens and query options available and how to export and manipulate in Excel. Learn to create searches for quick on-demand data needs and re-usable queries for repetitive query needs.</p>	<p>October 5, 2009 1:00 PM to 2:30 PM</p>		

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<p><b>ILLiad 8: Staff Manager</b></p> <p>In this 90 minute online quick course, learn about the new ILLiad Staff manager released with ILLiad 8. The Staff Manager allows the local ILLiad administrator to create and manage staff user accounts for accessing ILLiad components such as: The Client, Layouts, OCLC Settings, Transaction Permissions such as Borrowing, Read/Write or Lending Read/Write, Customization Manager, Billing Components, Database Manager, Web Circulation, Web Reports.</p>	<p>October 6, 2009 1:00 PM - 2:30 PM</p>		
<p><b>ILLiad Copyright: Issues and Processing</b></p> <p>Atlas and BCR are teaming up to offer ILLiad Copyright: Issues and Processing. This brand new 3 session online class focuses on Interlibrary loan copyright challenges and how to process copyright in the ILLiad system. Instructors are Heather Clark from BCR and Stephanie Spires from Atlas Systems.</p> <p>Sessions 1 and 2 will survey copyright law briefly, apply copyright law to the interlibrary loan environment and take a quick look at the effect of digital technologies. Session 3 will review the nuts and bolts of processing copyright in the ILLiad system, integration with Copyright Clearance Center, and available copyright reports.</p>	<p>Broken into 3 sessions:</p> <p>October 19, 2009 1:00 PM - 3:00 PM</p> <p>October 20, 2009 1:00 PM - 3:00 PM</p> <p>October 21, 2009 1:00 PM - 3:00 PM</p>		

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