



TRAINING SERVICES FOR SIERRA & MILLENNIUM LIBRARY PARTNERS

At Innovative, we understand the importance of training—when you join the Innovative family, when you upgrade to the latest versions of our software, and when you experience change in your library.

To ensure your staff is properly trained and can fully operate your Millennium or Sierra solution, we offer a variety of training services—online or onsite—to help you navigate your system.

As Your Partner for Library Success, we’re here to help you every step along the way. With our training services, an experienced Senior Library Training Consultant will engage your staff in a variety of ways:

○ ONLINE TRAINING

- Who: An individual library, up to ten attendees
- What: A hands-on training experience conducted entirely online
- Where: Our virtual classroom offers training for staff in the same room, or separate locations
- Duration: Quoted in two hour increments. A full day of online training is six hours

○ ONSITE TRAINING

- Who: An individual library, for all staff in need of training
- What: A hands-on training experience, customized to your library’s needs
- Where: Onsite at the location of your choice
- Duration: All training can be delivered onsite, but requires a minimum of two days of training

CORE TRAINING TOPICS

| TOPIC | INITIAL TRAINING/COMPLETE OVERVIEW |
|--|------------------------------------|
| Circulation and Circulation Parameters | 2 days |
| Cataloging | 2 days |
| Serials | 1.5 days |
| Acquisitions and Acquisitions Parameters | 2 days |
| ERM | 1.5 days |

Need refresher training on the core topics instead? We’ll work with you to customize our standard agendas, and can cover topics in one-day increments or half-day sessions on specific topics, relevant to your library.

ADDITIONAL PRODUCT TRAINING

| TOPIC | DURATION |
|------------------------------|---|
| Program Registration | 3 hours |
| Course Reserves | 3 hours |
| Materials Booking | 3 hours |
| Media Management | 3 hours |
| Encore/WebPAC Admin | 3 hours for a short WebPAC overview + Encore elearning, full day for in-depth WebPAC training |
| System Administration Basics | 1 day |

| TOPIC | DURATION |
|---------------------------------|----------|
| ILL | 3 hours |
| Reports and Statistics Overview | 1 day |
| VITAL applications | 4 hours |
| Decision Center | 2 hours |

SHORT FEATURE SESSIONS

| TOPIC | DURATION |
|---|--|
| Customizing Print Templates (Cataloging, Circulation or Acquisitions templates) | 2 hours |
| Acquisitions Edifact Ordering/Invoicing | 2 hours |
| Fiscal Close | 2 hours |
| Circulation Statistics | 2 hours |
| Create Lists Basic | 2 hours |
| Create Lists Advanced | 2 hours |
| Global Update Basics | 2 hours |
| Serials for Beginners – Check in and Claiming | 2 hours |
| Yearly Events in Acquisitions | 2 hours |
| Yearly Events in Circulation | 2 hours |
| Getting Started with Sierra SQL Reporting | 2 hours |
| Holds Audit | 1 hour & 3 hours trainer preparation/review of system settings |

Note: One training day is equivalent to six hours of content.

● SIERRA/MILLENNIUM WORKSHOPS

- Who: Group sessions with attendees from multiple libraries
- What: Commonly scheduled courses: System Coordinator Basics with ASAA, Reports and Statistics for System Coordinators, WebPAC Administration – full list available on CSDirect
- Where: Online, or onsite at the location of your choice
- Duration: Varies between 1-3 days, depending on the type of training required

● WORKFLOW CONSULTING (SYSTEM AUDIT)

- Who: An individual library
- What: An in-depth review of workflows, products, features, and system codes to identify opportunities for improvement and efficiencies
- Where: Onsite at the location of your choice
- Duration: Depending on focus, 2-3 days with a follow-up written report by our staff

● LOAD PROFILE TRAINING

- Who: Group sessions with attendees from multiple libraries
- What: Onsite workshop to learn how to edit/create load tables for your system
- Where: Onsite at a designated location – interested in hosting? Contact innou@iii.com
- Duration: Three-day training session

Ready to learn more about Innovative training services?
Contact us today at info@iii.com