

Get your new staff off to a great start with some help from our experts. We have designed a short programme of etrainer courses to give new users confidence and introduce all the key aspects of Heritage Cirqa. Courses are £70 plus VAT one-to-one with discounts for larger groups and content can be pitched to suit all levels of experience.

## For new library staff:

### 1. Simple cataloguing and accession management

- Logging in
- Cataloguing a book
- Cataloguing something that is not a book
- Adding keywords, classmarks and subjects
- Relating catalogue records
- Marking stock as missing, withdrawn or damaged

Session - 30 mins

### 2. Using Heritage Cirqa at the issue desk

- How to practice with confidence without damaging your live data
- The circulation screen
- Issuing items, returning & renewing
- Returning items that belong to another site
- Leaving a message on the reader record
- Paying fines and charges
- Circulation desk best practice
- Using the lost on loan facility

Session - 30 mins

### 3. Using the online catalogue

- Suppressing items from the online catalogue
- Understanding which catalogue fields are searchable
- Logging in to the online catalogue
- How to search for an item on the online catalogue
- Combining search terms
- Sorting and displaying your results
- Downloading and sharing searches

Session - 30 mins

## 4. Introduction to reports

- Why your own login is important when using reports
- Different report menus
- The Reports manager
- Types of reports
- What data am I searching for and what do I want displayed?
- Searching for a report
- Running, saving and emailing a report

Session - 30 mins

## For Managerial staff:

## 5. Understanding circulation setup

- Reader category settings
- The calendar
- Circulation rules explained
- Troubleshooting your circulation rules

Plus an additional 15 minutes & £15 (VAT) for multi-site institutions, covering:

- What is a multi-site system?
- Basic multi-site setup overview

Session - 30 / 45 mins

## 6. Housekeeping and Heritage Cirqa tools overview

- Processing overdues and reservations
- The Notifications menu
- The Enquiry index rebuild (and why you need to know about it)
- Finding and fixing dead links in data
- Understanding basic scheduled events that are running

Each of the topic areas covered in course 6 are also available as separate 30 minute training sessions which go into more depth. This overview webinar will be accompanied with links to helpsheets or suggested training content should they wish to learn more about a particular subject.

Session - 30 mins