

Top Picks from our Webinar Archive



For new starters

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| <u>Cataloguing for beginners</u> | £35 |
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| <u>Deleting and withdrawing stock</u> | £35 |
| <u>A guided tour around Heritage Cirqa</u> | £35 |
| <u>Reader record fundamentals</u> | £35 |

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| <u>Basic system housekeeping tips</u> | £35 |
| <u>Using global change and global delete tools with confidence</u> | £35 |
| <u>Getting to grips with tidying your data</u> | £35 |
| <u>Tidying keywords (and other authority files)</u> | £35 |
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Overdues & Communications

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| <u>Setting up overdues via email</u> | £35 |
| <u>Scheduling overdues</u> | £35 |
| <u>Scheduling notifications to your users</u> | £35 |

Promotion & engagement

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| <u>Promoting your library to your users</u> | £35 |
| <u>Cataloguing and promoting eResources</u> | £35 |
| <u>Engaging and attracting your users with targeted notifications</u> | £35 |

Reporting

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| <u>Writing and customising reports with the Command line wizard</u> | £35 |
| <u>Customising letter templates and banded reports</u> | £35 |

Summer jobs

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| <u>Wrapping things up - Planning your essential end of year tasks</u> | £35 |
| <u>Stocktaking made simple</u> | £35 |
| <u>Making the most of the reader import module</u> | £35 |
| <u>Moving readers up a year (for school libraries)</u> | £35 |
| <u>What to do when readers leave</u> | £35 |

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