Please click on the session headings for detailed course content. All sessions start at 10am and run for approximately 30mins

January

- Wed 10 - Basic system housekeeping tips — Live
- Mon 15 - Deleting and withdrawing stock — Rec.
- Wed 17 - Planning an engaging induction — New
- Mon 22 - Scheduling notifications to your users — Rec.
- Wed 24 - The basics of cataloguing — Live
- Mon 29 - Reporting on your library stock and borrowing activity — Rec.
- Wed 31 - Creating customised logins for library assistants or volunteers — Live

February

- Mon 05 - Using reports to interpret and improve your system — Rec.
- Mon 19 - Your Reports manager - a guided tour — Live
- Wed 21 - Introduction for new users – system and support know-how — Live
- Mon 26 - Train a circulation desk librarian — Rec.
- Wed 28 - Declutter your catalogue — New

March

- Mon 04 - Setting up and moderating online reviews — Rec.
- Wed 06 - Using Global change and Global delete tools with confidence — Live
- Mon 11 - Setting up overdues via email — Rec.
- Wed 13 - Understanding your overdue setup — Live
- Mon 18 - Using reports to understand your catalogue data — Rec.
- Wed 20 - Understanding multi-site system setup — New
- Mon 25 - Important system settings you inherited and may wish to optimise — Rec.
- Wed 27 - Doing more with notifications — Rec.

April

- Mon 15 - Scheduling overdues — Rec.
- Wed 17 - Writing and customising reports with the Command line wizard — Live
- Mon 22 - Troubleshooting - five utilities you should be running — Rec.
- Wed 24 - Look4 Profiles: Tailoring user experience — New
- Mon 29 - Getting to grips with tidying your data — Live

May

- Wed 01 - 10 circulation reports that every library should be running — Live
- Wed 08 - Managing Look4 Reading Lists — New
- Mon 13 - What to do when readers leave — Rec.
- Wed 15 - What you need to know before beginning a reader import — Rec.
- Mon 20 - Customising your letter templates and your banded reports — Live
- Wed 22 - Moving readers up a year (for school libraries) — Rec.

June

- Mon 03 - Wrapping things up - planning your essential end of year tasks — Rec.
- Wed 05 - Planning an engaging induction — Rec.
- Mon 10 - Cataloguing and promoting eResources — Rec.
- Wed 12 - Stuff you should know: Heritage Cirqa Top Tips (Vol. 1) — New
- Mon 17 - Stocktaking made simple — Rec.
- Wed 19 - Making the most of the Reader import module — Live
- Mon 24 - Recorded session to be confirmed — Rec.