

WYLD Network Annual Meeting – June 2-3, 2022

Schedule - Thursday, June 2nd

Thursday Morning: Casper College Library / Second Floor (LI 215)

8:30a – 9:00a	Check-in / Registration
9:00a – 10:15a	Welcome & WYLD Updates – <i>WYLD President, State Librarian, & WYLD Staff</i>
10:15a – 10:30a	BREAK
10:30a – 11:00a	OCLC Update – <i>WSL Staff</i>
11:00a – 12:00p	Aspen Discovery Project Overview – <i>WYLD Staff</i>

LUNCH - Gateway Building, Second Floor

Afternoon Training Sessions – Gateway Building 225A, 225B, 222, & 218

Room	1:00 – 1:55	2:00 – 2:50	2:30 – 3:00	3:00 – 3:55	4:00 – 4:50
G225A	VDX Refresher		BREAK	WorldShare ILL	
G225B	Discard Process	Analytics Intro	BREAK		Notices & Reports
G222	Overdrive Marketplace	Symphony Policies	BREAK	WYLD Office Support	Symphony Policies
G218	Cataloging Review	Serials Review	BREAK	Overdrive Marketplace	Cataloging Review

Training Descriptions

1:00p – 1:55p

VDX Refresher: An introductory and refresher session on how to use VDX. This will cover basic VDX workflows for borrowing and lending, ILL courtesies, and some tips on how to troubleshoot common issues. The last half of the session will be reserved for Q & A. *Katelyn Wittenborn & Abby Beaver* – **Gateway 225A**

Managing the Discard Process: This session will cover the process of removing items from your collection. Topics include the lost assum, longoverdue, convert discard items, and remove discard items reports. The benefits of using the discard process instead of manually deleting items from the database will also be reviewed. *Katie Rahman* – **Gateway 225B**

Overdrive Marketplace: Learn ways to work smarter in Marketplace, easy ways to create carts, searching tips, managing holds, recommended titles, and expired metered access. Need reports or data? We'll cover some of the basic reports and I'll show some reports that Overdrive staff can run for us. *Kate Mutch* – **Gateway 222**

Cataloging Review: This session will review record formats, call numbers and class schemes, title control numbers, the 336/337/338 fields, subject headings, using SmartPort, avoiding duplicate records, overlaying records, preventing empty call numbers, transferring items, and where to look for help with cataloging. *Shantry Miller* – **Gateway 218**

2:00p – 2:50p

Introduction to Analytics: This session will cover the basics of Analytics including what Analytics is, how to find the report you need, using prompts, and how to run, export, modify, and format a report. *Katie Rahman* – **Gateway 225B**

Library Policies in Symphony: Learn about the circulation map, hold map, patron profiles, loan periods and all the other building blocks of the Symphony system. *Cori Hundley* – **Gateway 222**

Serials Review: Review multiple aspects of serial records including title changes, serial control records, MARC holdings records, base call numbers and subfield z, maintenance and cleanup, and where to look for help with serials. *Shantry Miller* – **Gateway 218**

2:50p – 3:00p BREAK

3:00p – 3:55p 225A, 225B, 222, & 218

Worldshare ILL: An introductory session on how to use WorldShare. Emphasis will be placed on when it is appropriate to use WorldShare instead of VDX, as well as how to use functions that are unique to WorldShare. We will also discuss a few tips and resources. The last half of the session will be reserved for Q & A. *Katelyn Wittenborn & Abby Beaver* – **Gateway 225A**

Your WYLD office support: Discover help resources on the State's Library's website, in the FreshDesk ticketing system, and within SirsiDynix products with some best practices tips for asking for technical assistance. *Cori Hundley* – **Gateway 222**

Overdrive Marketplace: **Repeat Session* Learn ways to work smarter in Marketplace, easy ways to create carts, searching tips, managing holds, recommended titles, and expired metered access. Need reports or data? We'll cover some of the basic reports and I'll show some reports that Overdrive staff can run for us. *Kate Mutch* – **Gateway 218**

4:00p – 4:50p 225A, 225B, 222, & 218

Notices & Reports: We will discuss the options available for notice reports, such as standard, SMS, and html notice reports. This session will also cover best practices for running, scheduling, and modifying reports. There will be an opportunity to ask questions. *Katie Rahman* – **Gateway 225B**

Library Policies in Symphony: **Repeat Session* Learn about the circulation map, hold map, patron profiles, loan periods and all the other building blocks of the Symphony system. *Cori Hundley* – **Gateway 222**

Cataloging Review: **Repeat Session* This session will review record formats, call numbers and class schemes, title control numbers, the 336/337/338 fields, subject headings, using SmartPort, avoiding duplicate records, overlaying records, preventing empty call numbers, transferring items, and where to look for help with cataloging. *Shantry Miller* – **Gateway 218**

Friday, June 3th

8:30a – 11:00a WYLD Business meeting *Voting Delegates* – **Gateway 225**

8:30a – 11:00a Ask WYLD – bring your questions for WYLD staff – **Gateway 222**