OPAL Training Checklist
Cataloging

Prior to welcoming the new member to your library, send an email to Matt Polcyn, Director, Technology Services at OhioNET, with cc: to the Training & Mentoring Coordinator to introduce the new member and to setup initials, passwords, and permissions for Sierra, and to schedule training. The Training & Mentoring Coordinator will be back in touch to make arrangements for a mentor.

<table>
<thead>
<tr>
<th>OPAL Helpdesk</th>
<th>OPAL Contacts</th>
</tr>
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<tbody>
<tr>
<td>614-486-2966 :: Local</td>
<td>Matt Polcyn, Director, Technology Services, ext. 27</td>
</tr>
<tr>
<td>800-686-8975 :: Toll Free</td>
<td>Susan Furniss, Technology Support Specialist, ext. 24</td>
</tr>
<tr>
<td>614-352-9411 :: Emergency</td>
<td>David W. Green, Technology Specialist, ext. 26</td>
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</tbody>
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- Describe Ohio library consortia organizational structure and relationships
  - OPAL
  - OhioLINK
  - OhioNET

- Provide overview of catalog (local, OPAL, & OhioLINK)
  - Searching
  - Requesting
  - My Account

- Provide overview of circulation policy
  - OPAL
  - OhioLINK & PCIRC
  - SearchOhio
  - Pickup Anywhere

- Provide overview of acquisitions and serials

- Discuss impact locally of OPAL membership
  - OPAL Cataloging Community of Interest
  - OPAL Cataloging Standards & Procedures Manual
  - OPAL RDA Policy & Resources
  - Mailing Lists
Discuss impact locally of OhioLINK membership

- Guidelines on Last Copy in OhioLINK
- Mailing Lists
  - OhioLINK
  - Database Management & Standards List (DMS)

Provide information on Innovative Interfaces Inc. (III)

- Sierra – Integrated Library System
- Reports (e.g. age of collection, collection development
- Create Lists

Overview of OPAL Member Collections

- Collection strengths
- Government publications and depositories
- Special collections

Ongoing information

- Sierra
  
  Username:
  Password:
  Initials:
  Password:

- OPAL Website
  
  Communities of Interest
  Task Forces
  Mailing Lists
  Directory

- OhioNET
  
  OPAL Consortium
  Continuing Education
  Available eResources

- Sierra Manual

  Initials:
  Password:

- OPAL Catalog

- OhioLINK
  
  OSTAFF
  Mailing Lists