OPAL Training Checklist

Circulation

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>
</thead>
<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

  o OPAL
  o OhioLINK
  o OhioNET

☐ Provide overview of catalog (local, OPAL, & OhioLINK)

  o Searching
  o Requesting
  o My Account

☐ Provide overview of circulation

  o OPAL
  o OhioLINK & PCIRC
  o SearchOhio
  o Pickup Anywhere
  o Fine policies
  o Reserves
  o Creating lists
  o Patron record loads
  o Maintenance calendar / INN-Reach Cleanup
  o Inventory
  o Interlibrary Loan
  o Statistics
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

- PCIRC Contacts
- ILL Contacts
- PCIRC Supplies – supplies@lists.ohiolink.edu
- Mailing Lists
  - OhioLINK
  - PCIRC

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

OhioLINK

OSTAFF
Mailing Lists