OPAL Training Checklist

Lead Implementer

Prior to welcoming the new member to your library, send an email to Matt Pol cyn, 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.

---

OPAL Helpdesk
614-486-2966 :: Local
800-686-8975 :: Toll Free
614-352-9411 :: Emergency

OPAL Contacts
Matt Polcyn, Director, Technology Services, ext. 27
Susan Furniss, Technology Support Specialist, ext. 24
David W. Green, Technology Specialist, ext. 26

---

OPAL Lead Implementer

Overall responsibility for maintaining OhioLINK policies and procedures on local Innovative systems is handled by the OhioNET staff. Lead Implementers are responsible for:

☐ Serve as liaison for the Innovative system between the local OPAL libraries and OhioNET staff.
☐ Attend OhioLINK Lead Implementer Meetings (live or virtual). OhioLINK Lead Implementers meet quarterly to share information and to participate in ongoing training opportunities.
☐ Monitor OhioLINK Lead Implementer listserv.
☐ Monitor IUG listserv. While IUG membership in encouraged for all OPAL Libraries, it is not necessary to be a member of the IUG to monitor the listserv.
☐ Coordinate problem reporting to OhioNET and OhioLINK. The Lead Implementer needs to be informed when problems are reported.
☐ Troubleshoot OhioLINK/OPAL connectivity problems and database access problems.
☐ Keep local contact and institutional information up to date with OPAL and OhioLINK.
☐ Coordinate system needs with local Information Technology Staff, including keeping the library up to date on IP range changes.

---

Innovative Users Group

The purpose of the IUG shall be to:

☐ serve as a forum to influence the development and improvement of Innovative Interfaces, Inc. (III) products for the benefit of IUG members
☐ foster and improve relationships and communication among members, and between members and III
☐ gather and disseminate information on the use of III products among the users of the systems.