Date: February 6, 2015
To: SWAN Member Library Directors and Administrators
CC: Library Department Managers, Library Staff
From: Kate Boyle, SWAN Member Services Manager
Re: Migration Memo #8: Training Update

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Back in December, SWAN launched the training program for our migration to SirsiDynix Symphony and Enterprise ILS products.   At that time, SWAN introduced our four part training program:

1. SirsiDynix self-paced online classes via the SirsiDynix Mentor program (unlimited classes for 5 years for an unlimited number of users)
2. Over 100 in-person training sessions being held throughout the membership beginning in January
3. Recorded training sessions available on the SWAN YouTube channel
4. Training the trainer programs you organize at your library for your own staff

Update on Mentor training program

Since SWAN introduced our libraries to SirsiDynix Mentor in December:

- 6,596 self-paced classes have been completed by SWAN library staff members
- 2,107 SWAN library staff members have completed the first two classes (Essential Skills and Keyboard Shortcuts). Note: Actually the number is higher than stated as we had a number of individuals who completed the class, but never received "credit" for class completion.
- 3,004 SWAN library staff members have completed various Circulation classes
- 563 SWAN library staff members have completed various Cataloging classes
- 196 SWAN library staff members have completed various Acquisition classes

Congratulations to all of you who persevered and have completed or are still attending the self-paced classes.

Update on the in-person training program

Now that February is upon us, SWAN is moving into high gear with our in-person training opportunities.   At present over 1,800 seats have been reserved for in-person training, but this doesn't mean that registration is closed.   We still have room to accommodate more staff in all our various classes. All training opportunities have been entered in L2 and you can find them by clicking this link http://www.librarylearning.info/tags/?SD .

Staff can register themselves or managers can register their staff (as long as they have Registrar permissions in L2). Please call Member Services at 630-734-5153 if you have a problem registering your staff.

<u>If you want to view a specific list of classes</u>:

Acquisitions: http://www.librarylearning.info/tags/?SD+Acq

**Cataloging (not for OCLC cataloging libraries):
http://www.librarylearning.info/tags/?SD+Cataloging**

> **Cataloging includes lecture style demos and hands- on lab instruction – choose one demo and one lab**

Circulation classes –Circ classes are offered 20 times a week (AM/PM sessions at North/South venues)

> **Circ Users Reg.: http://www.librarylearning.info/tags/?SD+Circ+User week of Feb. 16th**

> **Circ Basics: http://www.librarylearning.info/tags/?SD+Circ+Basics week of Feb. 23rd**

> **Holds Mgmt: http://www.librarylearning.info/tags/?SD+Holds week of March 2nd**

> **(Holds Management – is not just for Circulation staff but anyone who needs to know**
about holds regardless of their department)

Circulation Manager/Supervisor: http://www.librarylearning.info/tags/?SD+Circ+Managers

Enterprise/ OPAC/Discovery: http://www.librarylearning.info/tags/?SD+Enterprise

> **If you are waitlisted for an Enterprise class there has been a new class added on March 4th!**

Serials: http://www.librarylearning.info/tags/?SD+Serials

Classes on Reports: Reports and notices will be incorporated into the appropriate classes. Once we have BlueCloud Analytics we will be developing a class and scheduling classes in L2.

<u>**Caveat: In-person training and winter weather**</u>

If the weather is ominous on a day you are attending class, you will want to check your email or the L2 website (http://www.librarylearning.info/) to make certain that the class has not been canceled. If a class is canceled in L2, it will say **(Canceled)** after the class title. In addition, you will receive email notification that the class has been canceled. Please note, the email

notification is sent to the email address specified in your L2 account. Those classes that are canceled due to weather will be rescheduled the week of March 16th and offered at the Burr Ridge Office. You will be notified of the make-up date via L2 email.

Recorded Classes

For those of you that just can't get away to attend class, the majority of classes will be recorded and available via YouTube for online attendance or reference. Just be aware that there will not be any instructor/student dialogue available during these online recorded sessions. Links to the various recordings will be made available via the SWAN website after they are uploaded.

Training the trainers at your library

We would love for all staff to have the opportunity to attend in person or online those classes pertinent to their role/position in the library. However, we realize that some libraries may want/need to send a limited number of people to training and rely on their own staff to train others at their library. This is totally fine. Of course, it is understood that someone at your library will need to attend the appropriate in-person training sessions in order to deliver training to your staff. For this reason, it is required that at least one individual from each library attend the appropriate in-person circulation, cataloging, and Enterprise classes.

Access to the test server

Another important element in training will be for staff to take advantage of the opportunity to practice their skills on our test server. Just like the piano teacher use to say – "Practice, practice, practice". Logins for the staff at your library to access the test server will be distributed to the SWAN libraries soon.

Our road to a successful migration depends upon staff:

1. **Completing the appropriate Mentor self-paced training classes**
2. **Attending the appropriate in-person classes, recorded presentations, or in-house training**
3. **Practicing on the test server**
4. **Reaching a level of comfort with the Workflows and Enterprise software**

Thank you for all you have done at your library preparing for the big "Go-Live" Day on April 14th! We couldn't do this without you.

Where Do I Go for More Information?

SWAN website:
https://support.swanlibraries.net/

SWAN's SirsiDynix Documentation (requires SWAN website login)
https://support.swanlibraries.net/documentation/SirsiDynix

Register for SWANcom (requires SWAN website login):
https://support.swanlibraries.net/content/email-lists

Migration Bulletin:
https://support.swanlibraries.net/news/category/migration-bulletin

Migration Questions:
migrationhelp@swanlibraries.net