

# THE LIBRARY AUTOMATION BOOT CAMP 3

## *"Transform your Library"*

### AGENDA

October 27, 2014 (Monday) Whole day

#### **MARC 21 and RDA: "Working Together for the Next Generation of Library Systems and Users"**

- I. RDA (Resource Description and Access)
- II. Parts and Format of a MARC Record
- III. Tags/Subfields/Indicators
- IV. Using MARC for books
- V. Using MARC for serials
- VI. Using MARC for multimedia and computer files
- VII. Using MARC for library equipment

October 28, 2014 (Tuesday) Morning

#### **MARC21 Authority Format**

- I. Using MARC for collections and hard-to-catalog items
- II. MARC resources and references
- III. Introduction to copy cataloging and pre processing software

October 28, 2014 (Tuesday) Afternoon

#### **Library Automation Next**

Various speakers will discuss the technologies and services that will shape the future of library automation systems

October 29-31, 2014

#### **Follett Destiny Comprehensive Training Course**

- I. RDA Cataloging
  - a. Add, Imports, Exports, Update Titles
  - b. Update Copies
- II. Federated Search
  - a. Destiny Quest
  - b. Basic / Advanced / Visual

- III. Circulation made easy
  - a. Check in/out
  - b. Renew/ Hold
  - c. Fines
  - d. Copy/Patron Status
  - e. Follett Destiny
- IV. Reports
  - a. Library, Patron Reports
  - b. Report Builder/ Report Manager
- V. Back Office
  - a. Manage, Update, Import, Export Patrons
  - b. Upload Patron Pictures
  - c. Library Policies
  - d. Access Levels
  - e. Site Configuration
  - f. Inventory
- VI. What's new since version 11
- VII. Services
  - a. SMTP Settings
  - b. Digital Content
  - c. Password Policies
  - d. Patron Converter
  - e. Search Setup
  - f. Setting up Materials Template and Images

### Reservation Slip

YES please reserve slot/s for me/us at the Library Automation Boot Camp 3.

(Put CHECK inside the Square)

One Participant

Two Participants

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Please and Fax this form to (02) 325-0027 or email your registration info to [eisi@eisi.com.ph](mailto:eisi@eisi.com.ph)

For inquiries, call (02) 843-6571 or 845-3507.

Payments may be in Cash or Dated Cheque payable to **Electronic Information Solutions, Inc.**

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*Your reservation does not guarantee a slot at the seminar unless confirmed by us.  
We could provide travel information such as hotel/pension houses and transportation.*

*However, we could not make bookings for you.*

*All topics indicated are indicative of the content of the seminar and may change without prior notice.*