

All Library Staff Meeting
03.06.09 @ 7:30am Mid-County Regional Library

- 7:30 a.m. – 7:45 a.m. WELCOME and News Flashes – Angie Patteson
7:45 a.m. – 8:00 a.m. Training introduction and rules – Roxane Bennett
8:00 a.m. – 9:00 a.m. Scavenger Hunt

Section 1: Computer Lab (Alison and Pauline)

- Log into Citrix and open up your Outlook mail.
- Send an appointment request for a meeting to your Supervisor.
- Download **your** WhenToWork schedule to Outlook.
- Print out **your** work schedule for next week from W2W.
- Make a sign using three elements: clip art, word art, and a screen shot.
- Hot keys – In MS Word, what is the hot key combo for 'paste'? _____
- Locate a scholarly article on Poe's *The Raven* using InfoTrac. What is the title of the article?

Score _____ / 17

Check your answers in Section 1 with Alison/Pauline before leaving

Section 2: Public Computer tables (Lynda and Nicole)

- Get a Guest Pass from a buddy and get on a public computer.
- Calculate what your library is worth to you and print it out.
- A patron is looking for an item that they want the library to purchase. What form on our website will send the request to Collection Development? _____
- What website do you use to apply for unemployment? _____
- Find a book of short stories by Dorothy West. What is the ISBN #? _____
- I would like the latest information on HDTV's. What source at the Reference/Information desk should you give me? _____
- What committee is Angie now in charge of for our Department? _____
- Using a library database, find a GED prep book and print out 1 page of the table of contents.

Score _____ / 8

Check your answers in Section 2 with Lynda/Nicole before leaving

Section 3: Circulation Desk (Chris and Roxane)

- Log onto the computer and into TLC Circulation.
- Place a hold on the NY Times #1 Fiction Best Seller on your card.
- What branch are you logged in at? _____
- Add a charge for a Non-Resident card and then waive it on the #111 card.
- Create a shortcut on the desktop and rename it with your name.
- Find the *Citizen Action form* on the P drive and save it on your H drive.
- Run the TLC report for *Items in a Selected Holdingcode* for Story Collections for your branch.

Score _____ / 7

Check your answers in Section 3 with Chris/Roxane before leaving.

Find Angie in the stacks near the short story collection and turn in your answer sheet. Go to Meeting Room C for wrap-up and prizes by 9 am.

Name _____ Time _____ Total Score _____ / 22