

<b>Cultural Resources Staff Software Survey</b>							
	EC	Lib. Admin	MCR	PC	PG	Hist.	OVERALL
<b>Windows 2000</b>							
<b>Basic mouse navigation</b>	4.0	3.7	3.8	4.8	4.1	5.0	<b>4.1</b>
Hot keys vs. mouse clicks	3.8	2.5	3.4	3.8	3.0	2.7	<b>3.3</b>
Drag/drop	4.5	3.8	4.0	4.1	3.9	4.3	<b>4.0</b>
Right/left clicks	4.5	3.5	4.1	4.1	4.0	4.0	<b>4.0</b>
Double/single clicks	4.5	3.8	4.3	4.1	4.0	4.3	<b>4.2</b>
Minimize/resize/maximize	4.5	3.7	4.3	4.1	4.0	4.3	<b>4.2</b>
<b>File and folder creation/manipulation</b>	4.3	3.3	3.8	4.0	4.0	4.3	<b>3.9</b>
<b>Naming, saving, searching, and archiving</b>	4.0	3.5	3.7	4.0	3.6	4.3	<b>3.8</b>
<b>Using toolbar items</b>	3.7	0.0	3.8	3.8	3.7	4.5	<b>3.8</b>
Taskbar	4.0	3.3	3.6	4.0	3.8	4.3	<b>3.7</b>
Start menu	4.0	3.5	3.8	4.1	3.9	4.3	<b>3.9</b>
Alt + tab	4.0	2.0	3.2	3.7	3.3	4.0	<b>3.3</b>
<b>Desktop properties</b>	4.0	0.0	3.6	5.0	3.8	5.0	<b>4.0</b>
Creating shortcuts	3.8	2.3	3.8	4.1	3.8	3.7	<b>3.7</b>
Screensavers	3.8	3.0	3.9	3.9	3.4	4.0	<b>3.7</b>
Resolution	3.5	2.3	3.3	3.3	3.4	3.7	<b>3.3</b>
<b>P drive and H drive (what do you save where)</b>	3.8	4.0	3.1	3.5	3.0	4.5	<b>3.4</b>
<b>Microsoft Word</b>							
<b>Menus</b>	4.0	3.0	3.5	4.5	3.8	5.0	<b>3.8</b>
View	4.0	3.5	4.0	4.0	3.8	4.0	<b>3.9</b>
Tools	4.0	3.3	3.7	4.0	3.8	4.0	<b>3.8</b>
<b>Icon toolbars (standard and formatting)</b>	4.0	0.0	3.4	3.8	3.8	5.0	<b>3.7</b>
Formatting text	3.8	4.0	3.8	4.0	3.8	4.0	<b>3.8</b>
Spell check and grammar check	4.0	4.0	4.3	4.1	3.9	4.0	<b>4.1</b>
Page set-up	3.8	4.0	3.9	4.0	3.9	4.0	<b>3.9</b>
Printing and print preview	4.0	4.0	4.3	4.1	3.9	4.0	<b>4.1</b>
<b>Tables</b>	3.5	2.3	2.8	3.3	2.8	3.3	<b>2.9</b>
<b>Clip art</b>	3.5	2.5	3.7	3.1	2.9	4.0	<b>3.3</b>
<b>Inserting auto shapes</b>	3.5	2.5	3.4	3.1	2.8	3.0	<b>3.1</b>
<b>Word art</b>	3.5	2.5	3.4	3.1	2.9	3.0	<b>3.1</b>
<b>Writing procedures and instructions including screenshots</b>	3.5	2.3	2.9	3.0	3.0	3.7	<b>3.0</b>
<b>Microsoft Excel</b>							
<b>PRCR preformatted forms</b>	3.3	2.5	2.5	2.7	1.9	3.0	<b>2.6</b>
<b>Renaming, adding, and copying sheets</b>	3.3	2.8	3.1	3.0	2.6	2.7	<b>2.9</b>
<b>Navigating including tabs</b>	3.3	2.8	3.0	3.1	2.9	3.7	<b>3.0</b>
<b>Basic designing skills of forms and reports</b>	3.3	2.5	2.3	2.9	2.4	2.7	<b>2.6</b>
<b>Basic formulas</b>	3.3	2.8	2.4	2.4	2.3	3.0	<b>2.6</b>
<b>Selecting a print area</b>	3.3	3.0	2.8	3.3	2.6	3.3	<b>2.9</b>
<b>Using TLC Reports through Excel (manipulation and formatting)</b>	3.3	1.8	2.3	2.9	2.1	1.0	<b>2.3</b>
<b>Usable charts from data</b>	3.3	2.0	2.3	2.3	2.0	2.0	<b>2.3</b>
<b>Internet Explorer</b>							
<b>PAC navigations including MARC and Aquabrowser</b>	3.8	2.5	3.6	3.7	3.1	1.0	<b>3.2</b>
<b>Citrix connections</b>	3.8	3.0	3.4	3.9	3.1	3.0	<b>3.4</b>
<b>Microsoft Outlook</b>							
<b>Email</b>	3.7	0.0	3.6	4.3	3.8	4.0	<b>3.8</b>
County policy	3.8	3.5	3.2	3.9	3.3	3.7	<b>3.4</b>
Patron privacy through emails	3.8	3.3	3.3	3.7	3.5	3.7	<b>3.4</b>
Addresses including contacts and distribution lists	3.8	3.3	3.1	3.3	3.4	4.0	<b>3.3</b>
Signature line (no frills)	3.8	3.5	3.2	3.3	3.5	4.0	<b>3.4</b>
Transferable options and view at different computers	3.8	2.0	2.4	3.0	2.9	2.7	<b>2.7</b>
Out of Office Assistant	3.8	3.5	2.9	3.1	3.5	3.7	<b>3.2</b>
Creating folders and archives	3.8	2.8	3.1	3.6	3.4	3.7	<b>3.3</b>
<b>Calendar</b>	4.0	0.0	3.0	4.5	4.0	0.0	<b>3.8</b>
Setting appointments	3.5	3.0	2.9	3.1	3.3	3.3	<b>3.1</b>
Inviting others to meetings	3.5	2.3	2.8	2.7	3.0	3.3	<b>2.8</b>
Reoccurring appointments or meetings	3.5	2.5	2.6	2.7	3.0	3.3	<b>2.8</b>
Sending an update to a meeting or appointment	3.5	2.0	2.4	2.4	2.9	3.3	<b>2.6</b>
<b>Tasks including reoccurring tasks</b>	3.7	2.7	2.1	3.4	2.6	3.3	<b>2.7</b>
<b>Using When-to-Work with Outlook</b>	3.8	1.5	2.6	3.7	2.4	1.7	<b>2.6</b>
<b>View Library Leave calendar</b>	2.3	2.8	2.1	3.3	2.8	2.7	<b>2.5</b>

<b>Cultural Resources Staff Software Survey</b>							
	EC	Lib. Admin	MCR	PC	PG	Hist.	OVERALL
<b>TLC Circulation</b>							
Logging on	4.0	3.3	4.5	4.3	3.8	1.0	<b>3.8</b>
Check-in	4.0	3.0	4.4	4.4	3.8	1.0	<b>3.8</b>
Suppressing messages	3.8	2.3	4.3	3.7	3.6	1.0	<b>3.6</b>
Routing materials to other locations	4.0	2.5	4.3	3.6	3.8	1.0	<b>3.6</b>
Special status features	3.8	2.5	3.6	3.9	3.8	1.0	<b>3.4</b>
Back dating features	4.0	2.5	4.3	4.0	3.8	1.0	<b>3.7</b>
Check-out	4.5	0.0	4.3	4.7	4.0	1.0	<b>3.7</b>
Changing due dates	4.0	2.3	3.9	3.4	3.8	1.0	<b>3.5</b>
Renewal without a card	4.0	2.5	4.4	4.3	3.4	1.0	<b>3.7</b>
Fines and fees including when to waive and how to document	3.8	2.3	3.4	4.0	3.1	1.0	<b>3.2</b>
Hold	4.5	3.0	4.1	4.2	3.8	1.0	<b>3.6</b>
Item specific holds	4.0	2.0	4.2	4.0	3.6	1.0	<b>3.6</b>
Toggling branches	4.0	2.0	3.9	4.0	3.6	1.0	<b>3.5</b>
Searching in F2 (patrons) and F4 (materials)	3.7	3.0	4.0	3.5	3.5	1.0	<b>3.5</b>
Patron registration	4.5	5.0	4.0	4.3	3.8	1.0	<b>3.7</b>
Basic registration and guidelines	4.0	2.5	4.0	4.0	3.8	1.0	<b>3.6</b>
Adding a responsible party	3.7	2.5	3.9	4.1	3.8	1.0	<b>3.5</b>
Non-Resident cards including adding fees	4.0	2.8	3.6	3.9	3.6	1.0	<b>3.4</b>
Email notifications and configurations	4.0	2.8	4.2	4.3	3.5	1.0	<b>3.7</b>
Item coordination (i.e. changing holdings codes, viewing & deciphering item details)	3.0	2.7	3.1	3.4	2.6	1.0	<b>2.9</b>
Deletions (as permitted)	3.8	2.7	3.8	3.4	3.1	1.0	<b>3.4</b>
<b>L.S. Reports</b>							
Manipulating and formatting data from reports into charts or reports for justifications for budget, collection development, planning, and reporting statistics.	2.8	2.3	1.9	1.9	1.8	1.0	<b>2.0</b>
<b>CLASS</b>							
Program registration	2.8	1.8	2.1	2.0	1.1	2.0	<b>1.9</b>
Checking rental bookings	2.3	1.5	1.9	1.9	1.5	2.3	<b>1.9</b>
Booking a room to a previous client	2.3	1.5	1.8	1.9	1.5	2.0	<b>1.8</b>
Contract signature chains	2.0	1.3	1.6	1.6	1.0	1.7	<b>1.5</b>
Booking a room to a new client	2.3	1.5	1.8	1.6	1.1	2.0	<b>1.7</b>
Printing and revising contracts	2.0	1.3	1.5	1.6	1.0	2.0	<b>1.5</b>
Taking a payment	2.3	1.3	1.8	1.6	1.1	1.7	<b>1.6</b>
Printing facility schedules and other reports	2.0	1.5	1.6	2.3	1.4	2.0	<b>1.7</b>
<b>Online Selection Assistant (OSA)</b>							
Searching for items (ISBN, title and author)	3.8	3.0	2.3	2.9	3.0	1.0	<b>2.6</b>
Creating lists	3.8	3.3	1.9	2.7	2.6	1.0	<b>2.4</b>
Submitting lists	3.8	2.8	1.7	2.9	2.6	1.0	<b>2.3</b>
Reviewing lists	3.7	2.8	1.9	2.2	2.1	1.0	<b>2.1</b>
Releasing lists	2.0	2.8	1.6	1.7	1.9	1.0	<b>1.8</b>
Revising others lists before releasing	2.0	2.0	1.5	1.7	1.4	1.0	<b>1.6</b>
Budgeting	2.0	2.3	1.2	1.6	1.8	1.0	<b>1.5</b>
Library Online Databases	3.5	4.0	3.5	3.3	2.9	1.3	<b>3.2</b>
TLC Cataloging	1.5	3.5	1.7	2.4	1.3	1.0	<b>1.8</b>
Microsoft Publisher	2.5	1.5	2.8	2.7	2.6	4.5	<b>2.8</b>
Microsoft PowerPoint	2.5	1.0	2.7	2.6	2.3	4.5	<b>2.5</b>

<b>Cultural Resources Staff Software Survey</b>							
	Pages	PT Techs	FT Techs	Asst. Lib. Or Prg. Coor.	Lib.	Lib. Sup.	Others
<b>Windows 2000</b>							
<b>Basic mouse navigation</b>	5.0	4.0	4.0	4.0	0.0	4.3	5.0
Hot keys vs. mouse clicks	4.3	3.4	3.2	3.3	3.5	3.2	2.3
Drag/drop	5.0	3.8	3.9	4.0	4.0	4.3	4.3
Right/left clicks	5.0	3.9	4.0	3.7	4.0	4.2	4.0
Double/single clicks	5.0	4.1	4.0	4.0	4.0	4.3	4.3
Minimize/resize/maximize	5.0	4.2	4.0	4.0	4.0	4.4	4.3
<b>File and folder creation/manipulation</b>	5.0	3.5	3.8	3.7	4.0	4.2	4.3
<b>Naming, saving, searching, and archiving</b>	4.7	3.4	3.6	3.3	4.0	4.4	4.3
<b>Using toolbar items</b>	5.0	3.4	3.8	3.5	3.0	4.5	4.5
Taskbar	4.7	3.4	3.6	3.7	3.5	4.2	4.3
Start menu	4.7	3.6	3.8	4.0	3.5	4.2	4.3
Alt + tab	4.0	3.0	3.6	3.3	3.0	3.0	3.3
<b>Desktop properties</b>	5.0	3.6	3.8	0.0	4.0	4.5	5.0
Creating shortcuts	4.7	3.6	3.6	3.3	4.0	3.8	3.7
Screensavers	4.7	3.6	3.5	3.7	4.0	3.7	4.0
Resolution	4.7	3.0	3.2	3.0	4.0	3.0	3.7
<b>P drive and H drive (what do you save where)</b>	3.0	2.8	3.4	2.7	3.0	4.2	4.7
<b>Microsoft Word</b>							
<b>Menus</b>	4.5	3.7	3.8	3.0	0.0	3.7	5.0
View	4.3	3.5	4.0	4.0	0.0	4.0	4.0
Tools	4.0	3.4	3.9	3.3	4.0	4.0	4.0
<b>Icon toolbars (standard and formatting)</b>	4.5	3.1	4.3	3.0	4.0	4.0	5.0
Formatting text	4.7	3.6	3.6	3.7	3.5	4.3	4.3
Spell check and grammar check	4.7	4.0	3.9	4.0	4.0	4.3	4.3
Page set-up	4.7	3.5	3.8	3.7	4.0	4.3	4.3
Printing and print preview	4.7	3.9	4.0	4.0	4.0	4.5	4.3
<b>Tables</b>	4.7	2.7	2.8	2.3	2.0	3.0	3.3
<b>Clip art</b>	4.7	3.1	2.7	3.3	4.0	4.0	3.8
<b>Inserting auto shapes</b>	4.7	2.9	2.6	3.0	3.5	3.8	3.0
<b>Word art</b>	4.7	2.9	2.8	3.7	3.0	3.5	3.0
<b>Writing procedures and instructions including screenshots</b>	4.3	2.6	2.7	2.3	3.0	3.7	3.5
<b>Microsoft Excel</b>							
<b>PRCR preformatted forms</b>	3.0	2.4	2.0	2.7	2.0	3.2	3.3
<b>Renaming, adding, and copying sheets</b>	4.7	2.4	2.6	2.7	3.5	3.5	3.0
<b>Navigating including tabs</b>	4.7	2.6	2.8	2.3	3.0	3.7	3.5
<b>Basic designing skills of forms and reports</b>	4.7	2.2	2.4	2.0	1.0	3.2	2.8
<b>Basic formulas</b>	4.7	2.0	2.3	2.7	2.0	2.7	3.3
<b>Selecting a print area</b>	4.7	2.2	2.7	2.7	3.0	3.5	3.5
<b>Using TLC Reports through Excel (manipulation and formatting)</b>	3.0	2.2	2.1	2.7	2.0	3.2	1.3
<b>Usable charts from data</b>	4.0	1.9	2.2	2.3	2.5	2.3	2.0
<b>Internet Explorer</b>							
<b>PAC navigations including MARC and Aquabrowser</b>	2.7	3.5	3.5	2.7	4.0	4.0	1.0
<b>Citrix connections</b>	3.7	3.3	3.4	2.7	3.5	4.0	3.3
<b>Microsoft Outlook</b>							
<b>Email</b>	4.0	3.5	4.0	3.5	4.0	4.0	4.0
County policy	2.0	3.2	3.6	3.3	3.5	4.0	3.8
Patron privacy through emails	2.0	3.3	3.7	3.3	3.5	3.8	3.5
Addresses including contacts and distribution lists	2.7	2.6	3.5	3.0	3.5	4.0	4.0
Signature line (no frills)	2.7	2.8	3.6	3.3	3.0	4.0	4.0
Transferable options and view at different computers	3.0	2.3	2.9	2.7	3.0	3.0	2.3
Out of Office Assistant	2.3	2.5	3.5	2.7	3.5	4.2	3.8
Creating folders and archives	4.3	2.8	3.4	3.7	3.0	3.3	3.5
<b>Calendar</b>	4.0	3.0	4.0	4.0	4.0	5.0	0.0
Setting appointments	3.7	2.6	3.1	2.3	3.0	3.8	3.5
Inviting others to meetings	3.3	2.2	2.8	2.0	3.0	4.0	3.3
Recurring appointments or meetings	3.0	2.2	2.7	2.0	3.0	4.0	3.5
Sending an update to a meeting or appointment	3.0	2.0	2.6	2.0	2.5	3.5	3.3
<b>Tasks including recurring tasks</b>	2.3	2.5	2.6	2.3	2.5	3.3	3.3
<b>Using When-to-Work with Outlook</b>	3.7	2.7	2.6	3.0	1.5	3.2	1.8
<b>View Library Leave calendar</b>	2.7	1.7	2.1	2.7	2.5	4.3	3.3

	Pages	PT Techs	FT Techs	Asst. Lib. Or Prg. Coor.	Lib.	Lib. Sup.	Others
<b>Cultural Resources Staff Software Survey</b>							
<b>TLC Circulation</b>							
Logging on	4.7	4.3	3.8	4.0	4.0	4.3	1.8
Check-in	5.0	4.3	3.9	3.5	4.0	4.4	1.0
Suppressing messages	5.0	3.9	3.5	4.0	4.0	4.0	1.0
Routing materials to other locations	4.7	3.8	3.6	4.0	3.5	4.3	1.0
Special status features	4.7	3.7	3.6	3.3	2.0	3.8	1.0
Back dating features	4.7	3.9	3.8	4.0	3.5	4.3	1.0
Check-out	4.5	4.4	4.0	4.0	0.0	4.5	1.0
Changing due dates	2.3	3.6	3.8	4.0	4.0	4.2	1.0
Renewal without a card	4.3	4.4	3.6	4.0	4.0	4.3	1.0
Fines and fees including when to waive and how to document	2.7	3.6	3.1	3.5	3.0	4.3	1.0
Holds	4.5	4.1	3.7	4.0	0.0	4.3	1.0
Item specific holds	4.0	4.1	3.6	4.0	4.0	4.0	1.0
Toggling branches	3.7	3.8	3.6	4.0	3.5	4.0	1.0
Searching in F2 (patrons) and F4 (materials)	3.7	3.6	3.8	3.5	3.0	3.8	1.0
Patron registration	4.0	4.2	3.8	4.0	0.0	4.7	1.0
Basic registration and guidelines	2.0	4.2	3.7	4.0	4.0	4.5	1.0
Adding a responsible party	1.7	4.2	3.7	4.0	4.0	4.5	1.0
Non-Resident cards including adding fees	1.0	3.8	3.7	4.0	4.0	4.5	1.0
Email notifications and configurations	3.3	4.3	3.6	4.0	4.0	4.5	1.0
Item coordination (i.e. changing holdings codes, viewing & deciphering item details)	2.0	2.9	3.1	2.7	3.5	3.7	1.0
Deletions (as permitted)	3.0	3.4	3.4	4.0	3.5	4.0	1.0
<b>L.S. Reports</b>							
Manipulating and formatting data from reports into charts or reports for justifications for budget, collection development, planning, and reporting statistics.	1.3	1.5	2.1	3.0	1.5	2.5	1.3
<b>CLASS</b>							
Program registration	1.0	1.3	1.6	2.5	3.0	3.5	1.8
Checking rental bookings	1.0	1.4	1.3	3.7	1.5	3.3	2.0
Booking a room to a previous client	1.0	1.4	1.3	3.3	1.5	3.3	1.8
Contract signature chains	1.0	1.4	1.1	1.7	1.0	2.7	1.5
Booking a room to a new client	1.0	1.4	1.2	2.0	1.5	3.2	1.8
Printing and revising contracts	1.0	1.4	1.2	2.0	1.0	2.4	1.8
Taking a payment	1.0	1.4	1.3	2.0	2.0	2.7	1.5
Printing facility schedules and other reports	1.0	1.8	1.2	3.3	1.0	2.4	2.3
<b>Online Selection Assistant (OSA)</b>							
Searching for items (ISBN, title and author)	2.7	2.2	2.5	2.7	3.0	4.3	1.5
Creating lists	1.0	1.8	2.4	2.7	3.5	4.3	1.3
Submitting lists	1.0	1.9	2.4	2.7	3.0	4.6	1.0
Reviewing lists	1.0	1.9	1.9	2.7	3.0	3.7	1.0
Releasing lists	1.0	1.2	1.6	2.0	2.0	3.7	1.0
Revising others lists before releasing	1.0	1.2	1.4	1.0	2.0	3.5	1.0
Budgeting	1.0	1.0	1.4	1.0	1.0	3.5	1.0
<b>Library Online Databases</b>	3.3	3.3	3.2	3.3	4.5	3.6	1.3
<b>TLC Cataloging</b>	1.0	1.5	2.2	1.0	3.5	1.8	1.0
<b>Microsoft Publisher</b>	2.3	2.6	2.5	2.7	3.5	2.8	4.5
<b>Microsoft PowerPoint</b>	4.0	2.2	2.1	1.7	3.5	3.0	4.5

<b>Software Classes</b>	<b>Teachers</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Students</b>	
Windows 2000	Chris	TBA w/students and teacher			2	
Word	Chris/Lynda	TBA w/students and teachers			2	
County email policy and patron privacy	<b>Tuesday Morning Messenger (TMM) entry by Chris (6/2/2009)</b>					
Excel and PRCR preformatted forms	T&D / Alison	Wednesday, June 10th (W2W)	8am-noon	MCR Lab	14	
	T&D / Alison	TBA			3	
PRCR preformatted forms	Chris/Alison	Saturday, June 13th (W2W)	8:30am-9:30am	MCR Lab	4	
	Chris/Alison	Tuesday, June 16th (W2W)	3pm-4pm	MCR Lab	5	
TLC Cataloging(MARC basics)	Dianne/Alison	Friday, June 19th (W2W)	11am-1pm	Lib. Admin	5	
	Dianne/Alison	Friday, June 19th (W2W)	2pm-4pm	Lib. Admin	5	
TLC version 4.2	Webinar by TLC	Wednesday, June 10th (W2W)	1-3pm	MCR Lab	teachers	
	Bob/Chris/Lynda/Alison/Nicole	Tuesday, June 23rd	TBA		All library staff	Please select a time for your staff to attend
	Bob/Chris/Lynda/Alison/Nicole	Wednesday, June 24th		All library staff		
	Bob/Chris/Lynda/Alison/Nicole	Thursday, June 25th		All library staff		
	Bob/Chris/Lynda/Alison/Nicole	Friday, June 26th		All library staff		
	Bob/Chris/Lynda/Alison/Nicole	Saturday, June 27th		All library staff		
Bob/Chris/Lynda/Alison/Nicole	Saturday, June 27th	All library staff				
Outlook and WhenToWork	T&D / Alison	Wednesday, July 8th (W2W)	8am-noon	MCR Lab	10	
WhenToWork	Lynda/Alison	Thursday, July 2nd	10:30am	PG Staff Mtg	6	
	Lynda/Alison	Tuesday, July 14th	11:30am	MCR Staff Mtg	9	
	Lynda	TBA w/student and teacher			1	
Internet Explorer	Bill	Friday, July 24th (W2W)	9am-10am	MCR Lab	5	
CLASS/POS	Alison	Wednesday, July 1st	3pm-5pm	MCR Lab	12	Please select a time for your staff to attend
	Alison	Thursday, July 9th	9am-11am	MCR Lab	12	
	Alison	Friday, July 17th	11am-1pm	MCR Lab	12	
L.S. Reports	Nicole/Lynda	August 2009			8	
	Nicole/Lynda				10	
	Nicole/Lynda				8	
OSA	Pauline/Lynn B.	Wednesday, September 2nd	10am-11am	MCR Lab	8	Please select a time for your staff to attend
	Pauline/Lynn B.	Thursday, September 3rd	3pm-4pm	MCR Lab	6	
	Pauline/Lynn B.	Wednesday, September 9th	10am-11am	EC	5	
PAC2	Bob/Lynda	October 2009			All library staff	
Library Online Databases	Pauline/Bill	November 2009			10	
PowerPoint	Unknown--talking with T&D about possibilities				5	
Publisher	Unknown--talking with T&D about possibilities				5	
Past Perfect	Unknown				3	