

Cultural Resources Staff Software Survey	1	2	3	4	5
	No Knowledge	Enough to get by	Comfortable with daily use	Very Comfortable	Expert Level
	1	2	3	4	5
Windows 2000					
Basic mouse navigation					
Hot keys vs. mouse clicks					
Drag/drop					
Right/left clicks					
Double/single clicks					
Minimize/resize/maximize					
File and folder creation/manipulation					
Naming, saving, searching, and archiving					
Using toolbar items					
Taskbar					
Start menu					
Alt + tab					
Desktop properties					
Creating shortcuts					
Screensavers					
Resolution					
P drive and H drive (what do you save where)					
COMMENTS:					
Microsoft Word					
Menus					
View					
Tools					
Icon toolbars (standard and formatting)					
Formatting text					
Spell check and grammar check					
Page set-up					
Printing and print preview					

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Cultural Resources Staff Software Survey					
Tables					
Clip art					
Inserting auto shapes					
Word art					
Writing procedures and instructions including screenshots					
COMMENTS:					
Microsoft Excel					
PRCR preformatted forms					
Renaming, adding, and copying sheets					
Navigating including tabs					
Basic designing skills of forms and reports					
Basic formulas					
Selecting a print area					
Using TLC Reports through Excel (manipulation and formatting)					
Usable charts from data					
COMMENTS:					
Internet Explorer					
PAC navigations including MARC and Aquabrowser					
Citrix connections					
COMMENTS:					

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Microsoft Outlook					
Email					
County policy					
Patron privacy through emails					
Addresses including contacts and distribution lists					
Signature line (no frills)					
Transferable options and view at different computers					
Out of Office Assistant					
Creating folders and archives					
Calendar					
Setting appointments					
Inviting others to meetings					
Reoccurring appointments or meetings					
Sending an update to a meeting or appointment					
Tasks including reoccurring tasks					
Using When-to-Work with Outlook					
View Library Leave calendar					
COMMENTS:					
TLC Circulation					
Logging on					
Check-in					
Suppressing messages					
Routing materials to other locations					
Special status features					
Back dating features					
Check-out					
Changing due dates					
Renewal without a card					

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Cultural Resources Staff Software Survey					
Fines and fees including when to waive and how to document					
Holds					
Item specific holds					
Toggling branches					
Searching in F2 (patrons) and F4 (materials)					
Patron registration					
Basic registration and guidelines					
Adding a responsible party					
Non-Resident cards including adding fees					
Email notifications and configurations					
Item coordination (i.e. changing holdings codes, viewing & deciphering item details)					
Deletions (as permitted)					
COMMENTS:					
L.S. Reports					
Manipulating and formatting data from reports into charts or reports for justifications for budget, collection development, planning, and reporting statistics.					
COMMENTS:					
CLASS					
Program registration					
Checking rental bookings					
Booking a room to a previous client					
Contract signature chains					
Booking a room to a new client					
Printing and revising contracts					
Taking a payment					
Printing facility schedules and other reports					
COMMENTS:					

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Cultural Resources Staff Software Survey					
Online Selection Assistant (OSA)					
Searching for items (ISBN, title and author)					
Creating lists					
Submitting lists					
Reviewing lists					
Releasing lists					
Revising others lists before releasing					
Budgeting					
COMMENTS:					
Library Online Databases					
COMMENTS:					
TLC Cataloging					
COMMENTS:					
Microsoft Publisher					
COMMENTS:					
Microsoft PowerPoint					
COMMENTS:					