



Back to School Session | Tuesday, September 13 | 12:30-3:30 PM

Meeting Format and Agenda

The PrairieCat session will take place in one Zoom Webinar. Please join us as your schedule allows. The session will be recorded and available on the PrairieCat support site. The event is also listed in [L2](#).

Zoom Registration Link: https://railslibraries.zoom.us/webinar/register/WN_KgbIMYbOS-ywICMLMHcHBg

12:30 – 1:30 PM | PrairieCat Updates | 60 min

Program Description: Hear the latest from PrairieCat staff including updates on the following.

Presenter: Melissa Landis, PrairieCat Library Systems and Data Coordinator and Liz Smith, PrairieCat Training and Outreach Coordinator

- Vega Discover – NEW catalog
- NEW PrairieCat Help Desk and Best Practices (live July 2022)
- NEW PrairieCat website (live Dec 2022)
- TalentLMS Training Overview
- Beginning of School Year / End of School Year Checklist
- Reminder on Zimbra Accounts
- Member Sharing: AISLE Opportunities and Resources

1:30 – 1:55 PM | Common Holds Issues | 25 min

Program Description: Holds can be tricky! Refresher on how to place holds (Union List and Circulating), common mistakes, and how to request multiple copies.

Presenter: Melissa Landis, PrairieCat Library Systems and Data Coordinator

1:55 – 2:00 PM | Break | 5 min

2:00 – 2:30 PM | Reporting Tips in Decision Center | 30 min

Program Description: Learn how to prepare reports and statistics in Decision Center for school library annual reports, annual library certification report, and end of year reports by school calendar (number of checkouts, most checked out items, items billed, etc.).

Presenter: Melissa Landis, PrairieCat Library Systems and Data Coordinator



2:30 – 3:00 PM | Cataloging and Item Entry QA | 30 min

Program Description: Tips on modifying groups, copy records, and templates. Brief overview of item entry certification.

Presenter: Sandy Tedder, PrairieCat Cataloging and Database Coordinator

3:00 – 3:30 PM | PrairieCat Basics for Union Listing | 30 min

Program Description: PrairieCat staff will share some of the basics for **Union Listing Members** such as filling holds, responding to cleanup messages, and planning for inventory.

Presenter: John Slanicky, PrairieCat Library Systems and Data Coordinator

OR Attend the RAILS Session Below

3:00 – 3:30 PM | RAILS Services for School Libraries | 30 min

Program Description: Attention School Libraries! Join RAILS Member Engagement Manager, Dan Bostrom, to hear all about RAILS services for school libraries. This 30 minutes Zoom session will focus on continuing education, grants for school libraries, support for e-books, deals & discounts, and more!

Presenter: Dan Bostrom, RAILS Member Engagement Manager

Join using this link:

https://railslibraries.zoom.us/webinar/register/WN_eU3lucOLSC6wM8OYhkJZMA