Softlink Training Questionnaire

Please assist our Trainer in analysing your training needs, by answering the following questions. Your responses will ensure that your training is tailored to your business processes.

Topic	Comments
Cataloguing	
Do you use MARC records for cataloguing? Which sources do you use, i.e. Te Puna, Library of Congress, Libraries Australia, or others? *Determine whether cataloguing is pre-defined or original.*	
Do you attach physical barcodes to your resources? *Determines whether you circulate and/or Stocktake resources*	
Circulation	
Do you circulate items (i.e. record the lending and returning of resources)? *Establishes whether you set up borrowers and associated information.*	
Do you charge fines for overdue items?	
Serials	
Approximately how many serial titles do you currently subscribe to?	
Do you use Journal Circulation?	
If Yes, do you use Controlled Circulation, Uncontrolled Circulation, or both?	
Do you wish to let your users add themselves to Serial alerts via the OPAC?	
Acquisitions	
Will you be using the Acquisitions module for creating orders?	
Will you be using the Acquisitions module for recording expenditure?	

ILL (Inter Library Loans)	
Do you provide ILL services to your Clients?	
If yes, does this involve books, articles or both?	
Will you use the ILL module to record Interloan request and supply details?	
General	
Where will the training take place? (i.e. IT training room, Library)	
What equipment facilities will be available? (i.e. Projector, computer)	
How many people will participate in each course?	
Are all training attendees competent Windows users?	
Are there any special training requirements?	

Availability and skills

Please complete details about all staff that require training, including the hours they work and their skill level.

Name	Title	Availability (days/times)	Skill level/ experience