

Training Seminars and Free Webinars CyberTools for Libraries

Intuitive and easy to learn on your own, CyberTools also offers free weekly webinar workshops on a range of topics.

Webinars include introductory sessions as well as workshops covering the latest new features.

All webinars are free and included with your CyberTools subscription.

Welcome to the CyberTools community.

Our Promise

The CyberTools commitment to exceptional products and services at a great value drives everything we design, build, and support.

Contact our responsive team to learn more.



CyberTools for Libraries

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Getting Started: Introduction to CyberTools for Libraries

Objective

This class introduces users having little or no CyberTools experience to system features, and to effective system use. Enhance user services and library productivity with quality, accessible CyberTools training.

Option 1: Free Webinar Training

Join an interactive group session or download self-paced recorded training and training guides.

Option 2: Fee-Based Seminar at Your Location

Lecture balanced with hands-on learning using examples from your environment. Training fee plus trainer travel expenses.

Content

1. Overview of the Bibliographic Cycle
 - Download, edit a bib
 - Add holdings
 - View the bib in OPAC and A to Z
 - Loan, Return
2. Customization Properties Set by Library
 - Staff Users
 - Cataloging: Defaults, Material Types, Index Management
 - Circulation: Locations, Classes, Barcodes, Hours, Thresholds
 - OPAC: Manager, Search Logic, Colors, Formats, A to Z
3. Cataloging: Importing records, managing, enhancing the catalog
4. Serials
 - The Cycle: Bib, Copy, Check In, OPAC View, Bindery
 - Supplements, Vendors, Routing, Check In, Claims & Warnings, Reports, Bindery
5. Circulation
 - Patron Edit, Inquiry
 - Loan, Return, Renew
 - Holds
 - Notices: electronic, print
6. Reports: Activity, Collection Development