Laura Price Training Overview

May 7th-11th, 2012

Familiarized her with local policies and learning the ALEPH Circulation Module. She reviewed the online training videos for Circulation from the CCLA LINCCLearn Website.

May 14th-18th, 2012

Opened with Steven Monday Morning to see what is done in the morning to prepare her for what to do at night. Laura reviewed the training videos on the ILL Module.

May 21st-25th, 2012

Started working evenings to learn and be familiarized with closing duties. Continued ILL Training with Chris in-person to learn the different processes associated with that department. Laura will be the back-up for Chris for ILL.

May 28th-June 1st, 2012

Laura started working the nights without another staff member present to close and began learning in-depth the Library of Congress Classification for the ability to shelve.