



Group Training

Course Descriptions

These lecture-based sessions are delivered by our expert trainers at various host venues. They represent great value for money and an opportunity for all library staff to gain quick expertise and/or really expand their user knowledge.

Please contact grouptraining@softlinkint.com for any general group training enquiries.

Oliver v5 Getting Started

This full-day course covers menu and records navigation, adding catalogue records, adding borrower records, circulation desk - loans and returns, basic OPAC.

The course duration is 6 hours.

Advanced Oliver

Advanced Oliver covers authority file maintenance, subjects, authors, publishers, tag manager, setting up and using reading lists, exchange, merging catalogue records and library home page maintenance.

The course duration is 3 hours and is generally accompanied with one of the additional 3 hour function specific courses.

Cataloguing

Setting up of cataloguing fields, SCIS imports, z-cataloguing, adding copies information, spine labels, weeding and archiving.

The course duration is 3 hours.

Circulation

Setting up circulation fields; borrower maintenance; lending rules; circulation desk; loans; returns; renewals; reservations and overdue notices.

The course duration is 3 hours.

Serials

This course includes creating catalogue records, components and subscriptions, check-in (receiving issues).

The course duration is 3 hours.

Stocktake

A discussion and explanation of the Oliver Stocktake procedure for End of term and / or End of year, walk through of the stocktake process, including examples and reports; Q & A.

The course duration is 3 hours.

New Features & Homepage

Softlink will highlight the latest features in Oliver v5 and how to get the most out of them and making use of your Oliver homepage.

The course duration is 3 hours.

Reporting

How to create custom reports, report template adjustments, analytical reporting, and library statistics.

The course duration is 3 hours.

To see upcoming training dates or to register visit softlinkint.com/events/