

L4U Learning Sessions For Library Staff

2007/08

Many school libraries have purchased L4U software over the last year. Library Support Services staff will present practical sessions on how to work with L4U software.

The sessions are open to new and experienced library staff, and may be taken as a series, or singly. Sessions will be conducted by **Marsha Bowyer**, LSS Reference Technician; **Kevin Mowat**, Library Consultant; and **Laura Cowie**, LSS Supervisor.

All workshops will be held at:

LSS Library Resource Centre, Prince Charles ERC, 1075 Wellington Avenue.

① L4U Session 1—Thursday, September 6—1:30 - 4 pm

Building your Client Files: Importing MAYET Records

- **Marsha Bowyer** will walk us through the steps in how to import WSD MAYET files into L4U, and how to build your school's client file.

② L4U Session 2—Thursday, September 20—1:30 - 4 pm

Checkin/Checkout: Basic Circulation Procedures and Overdues

- **Learn** the basic functions of L4U circulation, ways to manage circulation when library staff is absent, and how to set up and follow through with overdue notices.

③ L4U Session 3--Thursday, September 27—1:30 - 4 pm

It's Arrived!: How to Work with Acquisitions and Create Reports

- Learn how to move materials from Acquisitions into the Library File, how to query, and how to create reports that will organize results for you.

Register by contacting **Jody Erlandson**, LSS Secretary,

At jerlandson@wsd1.org or 788-0203 ext 156.

Please specify the sessions number(s) you plan to attend.