

# Migration Update

April 6, 2018

The TLN staff has just completed the first week of CARL training and we have another full week of training ahead of us. The CARL.X client was installed on our workstations on Monday, and we have completed Discovery, Acquisitions, Serials, and Reports training. Administration, Circulation (two days), and Cataloging (two days) will be covered next week. The training includes a detailed explanation of the software with examples, followed by exercises that we do to reinforce the information we have just learned, and the same format will be used in the library training at the end of the month.

We are waiting to find out if the client we have just installed is the one that will be used for your training. After extensive discussion, we have decided that we will distribute the client on a flash drive along with login and password information for each library at the end of the first class taken by a staff member. The login information is needed in order to install the client, and the client isn't going to make much sense until someone has taken a class. It only takes a few minutes to install the client so there isn't a real need to do it in advance of the training.

Training class registration is nearly complete. Circulation is an all day class, 8:30-5:00 with a half hour lunch break and shorter morning and afternoon breaks. We have limited the lunch break so people can leave earlier and we realize that a half hour isn't enough time to go out for lunch, so we will provide a sandwich tray along with chips and water. If you have special dietary needs, we ask that you bring a lunch and remain in the library. There is a lot of information to cover and it is important that we begin morning and afternoon sessions on time. Acquisitions is also a full day class, 8:30-5:00, and a sandwich lunch will also be provided. Discovery classes are all in the morning, 8:30-12:30 and Item Maintenance classes are all in the afternoon, 1:00-5:00. We are aware that in some cases the same staff member will attend both morning and afternoon classes, so again we will provide a sandwich tray along with chips and water, and people with special needs are welcome to bring a brown bag lunch. The Serials classes are morning (8:30-12:30) or afternoon (1:00-5:00) and lunch will not be provided. All attendees will be able to take home their sample exercises but should remember that some of them require advance set up that they will have to do in order to train other staff. Attendees will also be provided links to online documentation prepared by CARL.

If you have questions about training please call or email me. I will send out the master list of classes and registrations next week so you can confirm your sign ups. People may also find it useful for carpooling.

TLN staff will use the week of April 16 to begin the data testing and functional testing to insure that the system is working as we expect it to. Testing will continue into May. We have a very busy few weeks ahead of us!

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