

**Library-wide Graduate Assistant Orientation
Fall 2020 (Virtual)**

Day 1 Monday, August 17, 2020 General Orientation All GA's should attend all sessions	
Time	Topic
9:00 am – 9:15	Welcome – Dean Wilkin
9:15 am – 10:45	Working in the Library – Meg Edwards from the iSchool & Skye, Aneitre and Zoe from Library HR
10:45 am – 11:00	Break
11:00 am – 11:45	Working Safely Post-COVID – Tim Newman
11:45 am to 1:00 pm	Lunch Break
1:00 pm – 2:00	Emergency procedures in the Library – Jennifer Teper & Tim Newman
2:00 pm – 2:15	Break
2:15 pm – 3:15	Hands-on with the Library Web page – John Laskowski
3:15 pm – 4:00	Introduction to WordPress – John Rutherford

Day 2 Tuesday, August 18, 2020 Two concurrent tracks – pick one Supervisors should advise GA's which track and which sessions to attend based on what type of work they will be doing	
Track #1: Reference	
Time	Topic
8:30 am – 9:45	Introduction to Catalog Tools (Primo, I-Share, WorldCat) – Chris Bailey and Cindy Ingold
9:45 am – 10:00	Break
10:00 am – 11:30	Introduction to Library Database Searching – Kirsten Feist and Tath Haver
11:30 am – 11:45	Break

11:45 am – 1:00 pm	Lunch break and virtual meet & greet with subject specialists: ~2-minute intro for each & then go to breakout rooms
1:00 pm – 2:45	Reference Interview and Instruction in Reference + Referrals – Piper Martin and Merinda Hensley
2:45 pm – 3:00	Break
3:00 pm – 4:30	Chat reference + brief overview of Desk Tracker – Piper Martin and Alex Cabada

Day 2 Tuesday, August 18, 2020 Two concurrent tracks – pick one Supervisors should advise GA's which sessions to attend based on what type of work they will be doing	
Track #2: Tech Services	
Time	Topic
9:30 am – 10:20	Alma Cataloging – Alisha Taylor
10:20 am – 10:30	Break
10:30 am – 11:30	Alma Acquisitions – Stephanie Baker and George Gottschalk
11:30 am – 11:45	Break
11:45 am – 1:00 pm	Lunch break and virtual meet & greet with subject specialists: ~2-minute intro for each & then go to breakout rooms

Day 3 Wednesday, August 19, 2020 Supervisors should advise GA's which sessions to attend based on what type of work they will be doing	
Time	Topic
8:30 am – 9:30	Post-COVID fulfillment policies – Janelle Sander and Cherie' Weible
9:30 am – 10:20	Alma Circulation – Kristen Blankenship
10:20 am – 10:30	Break
10:30 am – noon	Info Desk Training – Wendy Gregory