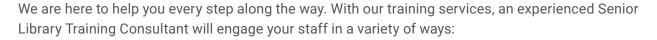# Training

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Training Services for Polaris Library Partners

At Innovative, we understand the importance of training— when you join the Innovative family, when you upgrade to the latest versions of our software, and when you experience change in your library.

To ensure your staff is properly trained and can fully operate your Polaris solution, we offer a variety of training services—online or onsite— to help you navigate your system.

We are here to help you every step along the way. With our training services, an experienced Senior Library Training Consultant will engage your staff in a variety of ways:

ONLINE TRAINING

- **Who:** An individual library, up to ten attendees
- **What:** A demo style training experience conducted entirely online
- **Where:** Our virtual classroom offers training for staff in the same room, or separate locations
- **Duration:** Quoted in two hour increments, for a minimum of six hours

Note: Length of online training may vary per library need and situation.

ONSITE TRAINING

- **Who:** An individual library, for all staff in need of training
- **What:** A demo style training experience, customized to your library's needs
- **Where:** Onsite at the location of your choice
- **Duration:** All training can be delivered onsite, but requires a minimum of two days of training

CORE TRAINING TOPIC

TOPIC	DURATION
Acquisitions	2 days onsite | 9 hours online
Cataloging	1.5 days onsite | 6 hours online
Circulation and Patron Registration (Patron Services)	1.5 days onsite | 6 hours online
Serials	1 day onsite | 4 hours online

Need refresher training on the core topics instead? We'll work with you to customize our standard agendas, and can cover topics in one-day increments or half-day sessions on specific topics, relevant to your library.

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ADDITIONAL PRODUCT TRAINING

TOPIC	DURATION
Borrow-by-Mail	2 hours
Community Records and Feature/IT	2 hours
Configuring Floating Collections	2 hours
Course Reserves	3 hours
Interlibrary Loan: LEAP/Client	1 hour
Introduction to SimplyReports and Export Express	3 hours
Outreach Services	2 hours
PAC Customization with Language Editor Refresher	3 hours
Providing Remote Database Access Via Z39.50	1 hour
Reports and Notices	1 hour
System Administration	3 hours
Using Electronic Data Interchange (EDI)—Consultation Services	2 hours

SHORT FEATURE SESSIONS

TOPIC	DURATION
Cataloging Refresher	3 hours
Circulation Refresher: LEAP/Client	3 hours
Circulation Refresher: Polaris Client	3 hours
Creating and Using Import Profiles with a Look at Duplicate Detection	2 hours
Creating Cataloging and Serial Labels Using the Label Manager	1 hour
Holds/Request A to Z	2 hours
Preparing and Executing a Fiscal Year-End Rollover in Acquisitions	2 hours
Searching the Polaris Client and LEAP	2 hours
Serials Refresher	3 hours
Setting Up Subscriptions and Standing Orders	3 hours

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POLARIS ILS BASIC TRAINING

Do you have a new staff member or an all new team, who need to get up to speed fast?
Our Polaris ILS Basic Training includes topics for those learning a brand new system:

PRE-SESSION WEBINAR WITH ONLINE LABS:

- Introduction to Polaris (2 hours)

POST-SESSION WEBINARS WITH ONLINE LABS:

- Reports and Notices (1 hour)
- Introduction to Interlibrary Loan (1 hour)

ONSITE TRAINING

- Patron Services & Circulation in the Client / Leap (1.5 days)
- Cataloging (1.5 days)
- Acquisitions (2 days)
- Serials (1 day)

Ready to learn more about Innovative training services?
Contact us today at info@iii.com