



NOBLE Training Schedule : September - December 2024

Welcome to NOBLE

Our Welcome sessions offer background on how NOBLE operates, the services we provide, the staff that provides them, and how policies and budgets are decided. It will be an opportunity to ask questions, learn more about what NOBLE can do for your library, and how you can participate. There are many new and promoted staff members in our libraries and we want to provide a good understanding of our services. This session will be offered in person to provide participants with an opportunity to meet NOBLE staff and each other. Refreshments will be provided.

Wednesday, October 30, 2:00 – 3:30pm | [Registration](#)

Roundtables and Special Sessions

Reference Roundtable

Come join us, in person or online, to talk about reference collections and services, including EBSCO databases, statewide databases, role and management of print reference collections, and more.

Tuesday, September 24, 10:00am – 12:00pm | [Registration](#)

Circulation Roundtable

Come join us, in person or online, to talk about all aspects of circulation. This meeting is a chance to get together, catch up and meet new people, and talk about what's happening in circulation these days -- privacy issues, use of self-check stations and pickup lockers, changes in how you handle holds and pickups, staffing issues including student workers, etc., and anything else you'd like to discuss!

Tuesday, October 1, 10:00am – 12:00pm | [Registration](#)

Tech Services Roundtable

Come join us, in person or online, to talk about all aspects of tech services. This is a chance to get together, catch up and meet new people, and discuss anything you want, workflows, template management, Evergreen enhancements, labels, tech services supplies, staffing issues, and anything else you'd like to discuss!

Thursday, October 24, 10:00am – 12:00pm | [Registration](#)

Evergreen

Evergreen Staff Client Basics

Learn how the Evergreen staff client works, including the portal page, navigation menus, keyboard shortcuts, logging in and out and changing the operator, sticky settings, working with grids, creating Chrome bookmarks, and more.

Tuesday, September 17, 2:00 – 3:00pm | [Registration](#)

Evergreen Circulation Basics

This session will cover Checkin, Checkout, Patron Records and Billing

Tuesday, October 8, 10:00 – 11:00am | [Registration](#)

Evergreen Inputting Basics

This session will cover using search to determine if there's a matching bibliographic record in the database; adding a new bibliographic record using the MARC workforms or Z39.50; and adding item records using a template.

Wednesday, October 16, 2:00 – 3:00pm | [Registration](#)

Meet Me at the Corner of Cat and Circ

This online session will review how library loan rules work, and which elements of cataloging affect how circulation works, and is aimed at both circulation and cataloging staff (especially the designated representatives) and administrators.

Thursday, November 21, 10:00 – 11:00am | [Registration](#)

Acquisitions Overview

This session will be an overview of the different ways that NOBLE libraries use Evergreen Acquisitions. This session will be helpful to libraries who are currently using acquisitions as well as libraries who don't currently use it but are interested in knowing more about it.

Tuesday, October 29, 10:00 – 11:00am | [Registration](#)

List Maker

List Maker for Weeding, Inventory and Collection Management

This online session will cover all the different ways the List Maker can be used to manage collections, including weeding, inventory, data quality, managing "new" shelves, missing items, long in transit, etc. This includes the use of baskets and buckets, and the main output format we'll cover will be spreadsheets.

Tuesday, October 22, 10:00 – 11:00am | [Registration](#)

List Maker: Making Bookbags of Selected Titles

Learn to use the List Maker to create a list of titles in the bookbag format, which you can share with patrons to make it easy for them to select titles, see what's available, and place holds. This is a great way to create a list that matches titles from a book display, award list titles, staff picks, or titles related to any season, event or theme.

Tuesday, November 19, 2:00 – 3:00pm | [Registration](#)

Google Workspace

Basic Gmail

This session will cover the basics of working with Gmail, including setting up a signature file, using the vacation responder, options for your inbox display, how to snooze and schedule messages, working with attachments, organizing with stars and labels, understanding the archive, and using search to find messages.

Thursday, September 26, 10:00 – 11:00am | [Registration](#)

Basic Google Docs

Learn the basics of working with Google Docs, including text fonts and styles; adding and formatting images; version control; copying, downloading and sharing files; and smart chips

Thursday, October 31, 10:00 – 11:00am | [Registration](#)

Basic Google Sheets

This session will cover the basics of working with Google Sheets, including importing data from a CSV file; adding data using a form; formatting, freezing rows, wrap/overflow options for columns, managing multiple sheets, basic formulas and smart chips

Tuesday, November 5, 10:00 – 11:00am | [Registration](#)

OverDrive

OverDrive Advantage

OverDrive Advantage is a program that gives individual libraries access to OverDrive MarketPlace so they can add titles or extra copies to the NOBLE collection. Advantage libraries are billed directly for their selections by OverDrive. Copies added by Advantage libraries are available to all NOBLE patrons and our statewide partner consortia, but patrons of the funding library have permanent holds priority.

This session is administrators and library staff with OverDrive MarketPlace accounts who work with Advantage selection and curation. It covers the different lending models, management of carts and orders, statistics, working with featured lists, shelf talkers, and curating collections including local summer reading titles, staff picks and more.

Thursday, November 7, 2:00 – 3:00pm | [Registration](#)

OverDrive for Everyone

This session is for everyone who wants to know more about our OverDrive collection, the Libby app, the Kindle connection, sharing collections with our partner consortia across Massachusetts, and more.

Thursday, September 12, 10:00 – 11:00am | [Registration](#)

Novelist

Learn how to use our Novelist services (Novelist Plus, Novelist K-8 Plus and Novelist Select in the catalog) to search for diverse fiction and narrative nonfiction for readers advisory, book groups, lists, displays and more. Although the examples are related to diversity, this session is also a good general introduction to Novelist. There are three different versions of this training – most of the material is the same, but with different examples for each age group.

Searching for Diversity in Novelist (Adult Edition)

Thursday, September 19, 2:00 – 3:00pm | [Registration](#)

Searching for Diversity in Novelist (Teen Edition)

Wednesday, September 25, 2:00 – 3:00pm | [Registration](#)

Searching for Diversity in Novelist (Children's Edition)

Tuesday, October 15, 10:00 – 11:00am | [Registration](#)

Other

Gemini AI: Hand-on Workshop

Gemini AI is Google's artificial intelligence chatbot, available to everyone with a Google Workspace account at <https://gemini.google.com>. In this session, you'll learn how Gemini (and other AI chatbots) "think" and what kind of tasks they can do as we work together through guided exercises and sharing screens.

Thursday, December 5, 2024, 10:00 – 11:00am | [Registration](#)

Making "Most Popular" Lists for Your Library

Learn how to use data from the NOBLE Dashboard, List Maker and OverDrive MarketPlace to create lists of the books, DVDs, etc., that circulated the most for your library, in the past year (or any time period.) These can be as general as adult fiction, as specific as cookbooks or can be lists of the most popular authors based on the checkouts of their titles.

Tuesday, November 19, 2:00 – 3:00pm | [Registration](#)