NOBLE Training Schedule : Summer 2024

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.

This workshop will be recorded and repeated in the fall.
July 18, 10 - 11 AM: Registration

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.

This workshop will be recorded and repeated in the fall.
August 1, 2 - 3 PM: 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.

This workshop will be recorded and repeated in the fall.
August 22, 2 - 3 PM: 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.

This workshop will be recorded and repeated in the fall.
July 16, 10 - 11 AM: [Registration](#)

Advanced Gmail

This session will cover the more advanced Gmail options, including managing contacts, setting up filters to organize incoming mail, setting up canned response text, and automatically forwarding selected messages to specific people.

This workshop will be recorded and repeated in the fall.
July 23, 10 - 11 AM: [Registration](#)

Managing Google Shared Drives

Every Google Workspace user has their own Google Drive which holds the Google Docs, Sheets, Slides, etc., they create and other files they upload, and they can share these with other people. This is handy, but it can quickly get difficult to keep track of who has access to which files – and when someone leaves, all their content disappears, even if it was shared with others. Google Shared Drives are a great way to reduce confusion and loss of important documents and other assets – a Shared Drive doesn't belong to an individual, it belongs to a group like Reference Department, Library Administration, Local History Committee, etc., and members can come and go but the content remains in the Shared Drive, available to all current members of the group.

This workshop will be recorded and repeated in the fall.
~~Tuesday, July 9, 10 - 11 AM: [Registration](#)~~
📄 Managing Google Shared Drives | [Managing Google Shared Drive (Screencast)](#)

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.

This presentation will be recorded and repeated in the fall.

August 27, 10 - 11 AM: Registration

OverDrive for Everyone

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

This presentation will be recorded and repeated in the fall.
August 15, 2 - 4 PM: 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.

July 30, 10 - 11 AM: Registration