STUDENT TRAINING
Draft 8/3/98 EC

Each college will interview, hire and do preliminary student training. The number of students to be hired is based on the time available for supervision by permanent staff and work space available. Each college will work at the pace that is comfortable for them.

I.   **General Overview and Training by permanent staff**

      A.   Introduction to documents

      B.   Intro to the physical area of work, documents collection, index collection, library tour if needed

      C.   Basic work routines - how we get documents, how they are processed/shelved, Departmental manuals and procedures, etc.

***   **EC would like to see/know about any written manuals or instructions available.**

      D.   Introduction to the SuDocs classification system

      Have each student study pages v-xiii from *Guide to U.S. Government Publications*, Vol. 1, "Andriot" 1978-1979 edition. This is a comprehensive and great explanation of the classification system. Copy included.

      E.   Complete required paperwork for hiring and payroll

      F.   Supply student with job description

      G.   Discuss departmental rules and expectations for student workers

      H.   Get needed access to systems set up

      I.   Basic III/CONSORT overview and access

II.   **Introduction to the "Project" / EC**

      A.   Overview of the project goals

      B.   Review and discuss the student job description

      C.   Work space and expectations

      D.   Area/Agency of student's responsibility

III.   **III searching/linking - CONSORT**

      A.   Overview

      B.   Searching for a record

      C.   Evaluation of records for a match

      D.   Evaluation of documents for preservation and/or repair

E. Linking documents
F. Update OCLC holdings (if appropriate)
G. Related: evaluation of agency for "Consolidation" before linking
H. What to do with "no record on CONSORT" documents

IV. OCLC

A. Overview (including cost of service)
B. Search Techniques and results of searches
C. Record evaluation
D. Editing procedures
E. Updating holdings and exporting the record to CONSORT

V. Special Procedures

A. Use a brief record?
B. Bound with documents
C. Serials
D.

VI. No record on CONSORT or OCLC

A. Hold the document in your problem area for staff or coordinator searching
*** B. If not found in above search:

1. Check NUC, etc.
2. Save for original cataloging
3. Copy title page with SuDocs and reshelve
4. Hold document out to be taken to TechPro or other source
5.