

September 9, 2008|

YELLOWHEAD REGIONAL LIBRARY



## TAKING LIBRARY SERVICE TO A HIGHER LEVEL **POLARIS**

# MEMO

Within the next week you will receive self evaluation forms that library staff can track their Windows Operating Systems skills.

In preparation for the migration from Dynix to Polaris, all staff members need to be familiar with the Windows environment and the Windows Operating System.

Would you have each of your staff complete the *Library Self Evaluation: Windows Operating System* form that is included in this package.

For staff who are less sure about using Windows Operating System, there are Microsoft Training Modules available on the database page at: [www.yrl.ab.ca/search/databases.html](http://www.yrl.ab.ca/search/databases.html) When dialing in to this database, use Windows Explorer, since this training program is a Windows product. (Firefox does not work.)

After typing in a username and PIN number, look under “Education”. Click on *Microsoft Training Modules*. A good place to start would be “Introducing Windows XP”

Staff members who need to familiarize themselves with using a mouse can play 20+ games of solitaire. This will provide them with lots of practice and give them confidence in using a mouse.

### **TRAC** (*The Regional Automation Consortium*)

provides the automated catalogue for all libraries in Yellowhead and three other regional systems. The consortium is upgrading (or changing) to Polaris—a library automation system with a user friendly Windows interface similar to your computer at home or work. The completion date for the Polaris Project is January 2009.

