

## New Director Orientation V-Cat Consortium

# WVLS Orientation Packet

## Introduction

**V-Cat Administration And Support Staff** 

# V-Cat Member Libraries V-Cat Consortium Members

## V-Cat Resources And Documents

## V-Cat Resources And Documents Page

- V-Cat Strategic Plan
- V-Cat Bylaws
- V-Cat Participation Agreement
- V-Cat Budget
- V-Cat Complaint Procedure

## V-Cat Governance

## **WVLS Board Of Trustees**

• WVLS V-Cat Steering Committee

## **V-Cat Consortium**

- V-Cat Council Meeting Agendas And Materials
- V-Cat Committees:
  - V-Cat Bibliographic / Interface Committee
  - V-Cat Cooperative Circulation Committee

## V-Cat Guidelines

## **V-Cat Guidelines Page**

- V-Cat Regularly Scheduled Tasks And Reports (Cheat Sheets Of Timeline Tasks)
- o 7-Days On Hold Shelf
- Cataloging Compliance
- Changing Patron Data
- Billing Guidelines

- Billable Damage Guidelines
- High Demand
- Holds That Cannot Be Filled
- Marking Damaged Items That Circulate
- Library Card Application
- Library Card And Patron Record Guidelines
- Overrides
- o Renewing Items
- Use Of Claims Returned

## **V-Cat Support**

V-Cat Administration And Support Staff Help Email Help@Librarieswin.Org

## V-Cat Training and Help Guides

## **V-Cat Training Page**

- Password
- Navigating And Searching the Page
- Spring/Fall Training
- Training On Request

## **Sierra Circulation Manual**

**Sierra Manual** 

## **V-Cat Aspen Information**

- Aspen Staff Accounts
- Reporting Grouping Issues
- o Request A Placard
- Request A Browse Category
- Request A Collection Spotlight

## **Aspen Help Center**

## NICE Northern Wisconsin ILS Exploration Project

## **NICE Libraries Page**

## **NICE Libraries Documents Page**

- o NICE June 2023 Report and Key Takeaways
- NICE Recommendations
- o NICE Recommendations Feedback Form

## **NICE Libraries FAQs Page**

o NICE Questions Form