Contact Sue Julich (suzanne-julich@uiowa.edu)

Password Protected Web Site at:
http://extranet.lib.uiowa.edu/infohawk/UIOWA%20Extranet/index.htm
(contact S.Julich < suzanne-julich@uiowa.edu > for username and password)

ACCESS SERVICES

Check In-Out and Renewal
• Check In
• Check Out
• Offline Workflow
• Renewing

Fine and Bill Information
• Fine and Billing Procedures
• Online Cash Transactions
• Reported Returned
• Withdrawal Procedures

Holds
• Hold Request Not Filled
• Hold Shelf Management
• Recalls and Holds
• Search Procedures

Item Records
• Creating Brief Bibliographic Records
• Deleting Brief Bibliographic Records
• Item, Loan and Process Status
• Reserve Processing

List of Statuses
• Borrower Status
• Item Status
• Loan Status
• Process Status

User Records
• Creating a Proxy Record
• Creating a Pseudo patron Record
• Creating an Undergraduate Honors Record
AUTOMATION OFFICE

- Understanding Indexes
- InfoHawk Overview
- Reporting InfoHawk Problems

CATALOGING

- InfoHawk Tips and Tricks
- Diacritics
- Dual Linkage—Monographs
- How to Edit the Floating Keyboard
- Guidelines for Holdings Records
- Local Cataloging Training
- Introduction to the Cataloging Module
- Holdings & Items in Aleph 14.2
- Holdings Codes with Examples
- Discovering Unicode
- ALA Character Set in Unicode

SERIALS

- Cross Module & Windows Standard Functionality in 14.2
- Introduction to the Cataloging Module
- Holdings & Items in Aleph 14.2
- Holdings Codes with Examples
- Use of the TYP field
- Dual Linkage
- Discovering Unicode
- ALA Character Set in Unicode
- Unicode Filing